

**AKSHAYA COLLEGE OF
ENGINEERING AND
TECHNOLOGY
POLICIES
2023 - 2024**

ACET POLICY STATEMENT

2023 - 2024

S.NO	POLICY NAME	PAGE NO
1	QUALITY POLICY	
	Vision - Mission of Institution	2
	Vision - Mission of Programmes	3
		4
2	HR POLICIES	
	Recruitment Policy	12
	Selection Policy	15
	Career Advancement Policy	18
	Code of Conduct for Staff	22
	Salary Policy	24
	Leave Policy	26
	Welfare Measures for Staff	33
	Motivational Initiatives	36
	Promotion Policy	39
	Financial Policy	40
	Staff Service Policy	42
3	ADMINISTRATIVE POLICIES	
	Laboratory Policy	45
	Purchase Policy	48
	Maintenance Policy	50
	Research Policy	53
	Library Policy	54
	Transport Policy	56
	Grievances and Redressal Policy	58
	Prevention of Ragging (Anti-Ragging) Policy	60
	Anti-Sexual Harassment Policy	62
	Women Empowerment Policy	64
4	POLICIES ON STUDENT AFFAIRS	
	Admission Policy	67
	Code of Conduct for Students	70
	Hostel Rules and Regulations	73
	Scholarship Policy	83
	Policy for Persons with Disabilities	87
	Internship Policy	89
	Alumni Policy	92
5	IT Policy	105

ACET POLICY STATEMENT

S.NO	POLICY NAME
1	QUALITY POLICY
	Vision - Mission of Institution
	Vision - Mission of Programmes

Quality policy

Akshaya is committed to provide quality education and inculcate ethical values in students and faculty to achieve Global standards in Academics and Research through self evaluation and continuous improvement.



Dr. J. JAYA, M Tech Ph D
PRINCIPAL
Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore-642 109

SI. NO. : 001/2019



AKSHAYA



COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)
Kinathukadavu, Coimbatore - 642 109.

VISION MISSION STATEMENT

VISION

Emerge as a Premier Institute, producing globally competent engineers.

MISSION

- Achieve Academic diligence through effective and innovative teaching-learning processes, using ICT Tools.
- Make students employable through rigorous career guidance and training programs.
- Strengthen Industry Institute Interaction through MOUs and Collaborations.
- Promote Research & Development by inculcating creative thinking through innovative projects incubation.



K.S.J.
14/6/22
PRINCIPAL
Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.



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DEPARTMENT OF CIVIL ENGINEERING

VISION AND MISSION

VISION

To produce quality Civil Engineers having domain knowledge embedded with design, analysis and research capability, ethical and moral values, for the welfare of society and humanity.

MISSION

DM 1: To produce knowledge based Civil Engineers by focusing theoretical and practical studies with field orientation.

DM 2: To engage the students in creating design Solutions for real life problems associated with industry and society.

DM 3: To inculcate entrepreneurship culture along with professional ethics among the civil engineering students and also promote use of modern tools and techniques for sustainable economic growth.

K.S.K.
30/12/22

Dr. K. SIVASANKARI M.E., Ph.D.,
PRINCIPAL
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AKSHAYA



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Kinathukadavu, Coimbatore - 642 109.

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

VISION AND MISSION

VISION

To develop competent Computer Science Engineers, capable of meeting the challenges in the globalized technological society.

MISSION

- DM1: To provide good quality academic and infrastructure environment that would help the students acquire deep knowledge and skills in Computer Science and Engineering.
- DM2: To prepare students for careers in IT Industry, encourage Entrepreneurship and mould them to take leadership for the betterment of the society.
- DM3: To produce competent graduates with human values, for carrying out research in cutting edge technologies in Computer Science and Engineering.

KSK
30/12/22

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

VISION AND MISSION

VISION

Emerge as an eminent Centre of learning in Electronics and Communication Engineering to produce engineers, capable of meeting the global challenges through design, development and research, for the welfare of the society and humanity.

MISSION

- DM 1: Adopt a systematic and technology enabled teaching-learning process with an ability to contribute for research.
- DM 2: Develop electronics and communication engineers with managerial skills and life-long learning practices, for sustainable economic growth, beneficial to the society.
- DM 3: Establish centre of excellence in VLSI technologies and Embedded systems and provide a creative environment with industry linked initiatives for encouraging innovation.

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30/12/22
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DEPARTMENT OF MECHANICAL ENGINEERING

VISION AND MISSION

VISION

To endeavor the excellence in Mechanical Engineering by producing competent and confident graduates to face the future challenges.

MISSION

- DM 1: Provide transformative education and improve students' skills to face the global challenges in Mechanical and Allied Engineering.
- DM 2: Nurture innovation, attitude, creativity, core competency and serve the society through innovative solutions and products.
- DM 3: Inculcate real world challenges, emerging technologies and endeavor the students to become entrepreneurs or employable.

K.S.M.
30/12/22

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Amur



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DEPARTMENT OF MECHATRONICS ENGINEERING

VISION AND MISSION

VISION

Developing competent Mechatronics Engineers with a focus on employability, research capability, entrepreneurship and human values.

MISSION

DM 1: To adopt transforming teaching-learning strategies in the field of Mechatronics Engineering by providing innovative and value-based education with relevant industrial exposure in basic domain and interdisciplinary areas.

DM 2: To nurture entrepreneurial skills with social and ethical values and develop the students for life-long learning to achieve professional excellence.

DM 3: To provide the facilities for implementation of automation techniques in real-life environment to meet the needs of industry and society.

K.S.K.
30/12/22

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Amud



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DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

VISION AND MISSION

VISION

To foster industry cooperation and impart cognitive learning in order to develop professionals who can adapt to the shifting demands of new trends in Artificial Intelligence and Data Science.

MISSION

- DM 1 : To provide an Excellent infrastructure that keeps up with modern trends and technologies for students and educators.
- DM 2 : To impart knowledge in cutting edge technology for Artificial Intelligence and Data Science with industrial standards.
- DM 3 : To impart high-quality education embedded with moral and ethical principles.
- DM 4 : To encourage lifelong learning and research that benefit society as whole.

K.S.K.
30/12/22

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Anu



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Kinathukadavu, Coimbatore - 642 109.

DEPARTMENT OF COMPUTER SCIENCE AND BUSINESS SYSTEMS

VISION AND MISSION

VISION

To create skilled, industry ready professionals in the domain of Computer Science and Business Systems who could make a positive contribution to society through an understanding of information technology.

MISSION

- DM 1 : To foster student talent and enable them to compete worldwide through innovative teaching, research, and consultancy.
- DM 2 : To regulate prospectus to reflect changing industry demands.
- DM 3 : To instill a variety of skill sets that adhere to industry standards and to uphold moral principles.
- DM 4 : To develop professional ethics and life skills in individuals which lead them to serve the society.

K.S.
30/12/22

**Dr. K. SIVASANKARI M.E., Ph.D.,
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**Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.**

ACET POLICY STATEMENT

S.NO	POLICY NAME
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Recruitment Policy - Revised

Recruitment Procedure:

I. Selection of Teaching Staff:

It comprises of persons who are involved in teaching /Research at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis.

Eligibility:

As per the norms prescribed by AICTE for the faculty positions at all levels.

Manpower Planning:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He/She will put up the requirement for his / her respective department to the Principal during the semester. The Principal will consult with the Management and then determine if the vacancy is to be filled through in-house staff or a new employee. As far as possible the Management/Principal will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. The eligibility proposed by AICTE are followed for calling the qualified candidates for interview.

Student – Teacher Ratio (as per AICTE guideline)

For UG: 1:20 from the academic year 2023-2024.

For PG: 1:15.

Job Announcement:

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management.

Advertising:

Once the job advertisement is ready, the advertisement is posted on the faculty plus website and/or at least one of the National or local English/Tamil newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Principal and all correspondence refers to the appropriate job position.

For AKSHAYA COLLEGE OF ENGINEERING
AND TECHNOLOGY


Chairman

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date : 04.05.2018

Recruitment Policy - Revised

Recruitment Procedure:

I. Selection of Teaching Staff:

It comprises of persons who are involved in teaching /Research at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis.

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Ref. :

Date :
12.03.2014

Recruitment Policy

Recruitment Procedure:

I. Selection of Teaching Staff:

It comprises of persons who are involved in teaching /Research at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis.

Eligibility:

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SELECTION POLICY - REVISED

Employee Selection:

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD by the office for short listing. Department's senior staff /HOD/Principal shall shortlist the candidates as per All India Council for Technical Education/ Directorate of Technical Education and Anna University norms.

Interview Conduction:

- List of Shortlisted Candidates is submitted to the Selection committee.
- External applicants will be requested to fill their profile.
- The candidates are called for interview on a specified date and time for regular posts advertised. The selection of candidates is conducted through Panel of Experts appointed and approved by the Management /Principal.
- Shortlisted candidates appear for the interview with all necessary documents and Educational testimonials.
- The Selection committee submits interview reports with recommendation for appointment to the Management/Principal.
- Personal interview is conducted by the Management/Principal for the prospective candidates.

Evaluation Criteria:

The interview panel develops an applicant evaluation form, which lists the subject Knowledge, Personality, Communication, Teaching ability & Qualification. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.

Selection of Technical / Non-Teaching staff / Administrative Staff:

All positions are advertised in the press/direct/word of mouth/references based on the staff requirement. After scrutiny of applications, candidates are shortlisted and intimated to appear for a personal interview before the selection committee consists of the Principal and Head of the Department.

Appointment Order and Joining Report:

- Selected candidates are finalized and appointment orders are issued after getting the approval of the Management.

For AKSHAYA COLLEGE OF ENGINEERING
AND TECHNOLOGY

Chairman

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Ref. : **Employee Selection:**

Date :

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD by the office for short listing. Department's senior staff /HOD/Principal shall shortlist the candidates as per All India Council for Technical Education/ Directorate of Technical Education and Anna University norms.

Interview Conduction:

- List of Shortlisted Candidates is submitted to the Selection committee.
- Internal applicants are treated on par with external applicants in all respects, as far as selection process is concerned.
- The selection of candidates are called for interview on a specified date and time for regular posts advertised. The selection of candidates is conducted through Panel of Experts appointed and approved by the Management /Principal.
- Shortlisted candidates appear for the interview with all necessary documents and Educational testimonials.
- The Selection committee submits interview reports with recommendation for appointment to the Management.
- Personal interview is conducted by the Management for the prospective candidates.

Evaluation Criteria:

The interview panel develops an applicant evaluation form, which lists the subject Knowledge, personality, Communication, Teaching ability & Qualification. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.

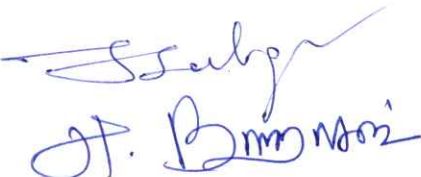
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All positions are advertised in the press/direct/word of mouth/references based on the staff requirement. After scrutiny of applications, candidates are shortlisted and intimated to appear for a personal interview before the selection committee consists of the Principal and Head of the Department.

Appointment Order and Joining Report:

- Selected candidates are finalized and appointment orders are issued after getting the approval of the Management.
- The Candidates selected for the position are expected to sign an acceptance letter while receiving the appointment order.

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Ref. :

Date :

- c. At the time of joining duty, the candidates selected will submit the joining report to the office with the signature of the Principal, along with the following enclosures:
- Relieving letter from the previous employer, if any.
 - DOB Proof/Aadhaar Card Copy / PAN Card Copy / Residence Proof.
 - Original certificates of qualification for verification and experience certificates (if any), with one set of the copies of these certificates.
 - Three copies of the candidates colour photograph.
 - Any other documents specified by the Principal.

For AKSHAYA CHARITABLE TRUST


Chairman

CHAIRMAN

For AKSHAYA CHARITABLE TRUST


Managing Trustee

MANAGING TRUSTEE



AKSHAYA

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26.07.2022

Submitted To Managing Trustee/Chairman through Trustee Sri.P. Rangaraj

Sir,

The career advancement eligibility applicable to the members of faculty is revised and presented herewith for your kind perusal. It is requested to consider the recommendation and grant approval for implementation with effect from the academic year 2022-2023.

Proposal for Career Advancement /Eligibility for Career Advancement (a) Engineering & Technology

CADRE	Qualification	Minimum Experience
Assistant Professor	B.E./ B.Tech./ B.S. and M.E./ M.Tech./M.S. or integrated M.Tech. in relevant branch with First class or equivalent in any one of the degree.	Experience not mandatory.
Associate Professor	Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	<ul style="list-style-type: none">• Successful completion of Probationary period at ACET.• Minimum of 8 years of experience in teaching/research/industry out of which at least 2 years shall be Post Ph. D. experience.
	AND	
	At least total 6 research publications in UGC/SCI/SCIE/AICTE approved list of Journals.	
Professor	Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	<ul style="list-style-type: none">• Successful completion of Probationary period at ACET• Minimum of 10 years of experience in teaching/research/ industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI/SCIE/UGC/AICTE approved list of journals and at least 2 successful Ph. D. guided as Supervisor/Co-supervisor till the date of eligibility of promotion.	
	OR	
At least 10 research Publications at the level of Associate Professor in SCI/SCIE/UGC/AICTE approved list of journals till the date of eligibility of promotion.		



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(b) Humanities and Science

CADRE	Qualification	Minimum Experience
Assistant Professor	<ul style="list-style-type: none"> At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidate should have cleared the NET conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph. D. Candidate shall be exempted from the requirement of SLET/NET. 	Experience not mandatory.
Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject.	<ul style="list-style-type: none"> Successful completion of Probationary period at ACET. Minimum of 8 years of experience in teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry.
	<p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Minimum of 7 publications in the peer-reviewed or UGC-listed Journals. 	
Professor	Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals.	<ul style="list-style-type: none"> Successful completion of Probationary period at ACET Minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and/or research experience at equivalent level at the university/National Level Institutions with evidence of having successfully guided doctoral candidate.
	<p style="text-align: center;">OR</p> <p>Ph.D. degree in the relevant/allied/applied disciplines, from any academic, from any academic institutions/industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years of experience.</p>	

T.SUBRAMANIAM
CHAIRMAN

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109

Dr. K. SIVASANKARI M.E., Ph.D.
PRINCIPAL

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.



14.06.2018

Submitted To Managing Trustee/Chairman through Trustee Sri.P.Rangaraj

Sir,

A proposal for career advancement/eligibility for career advancement applicable to the members of faculty is presented herewith for your kind perusal. It is requested to consider the recommendation and grant approval for implementation with effect from the academic year 2018-2019.

Proposal for Career Advancement /Eligibility for Career Advancement

Position	Qualification	Experience	Other Requirements
AP	BE/BTech and ME/MTech in relevant branch with First class		
AP (Senior grade)	BE/BTech and ME/MTech in relevant branch with First class	<ul style="list-style-type: none">• Successful completion of Probationary period at ACET• 5 years Experience as AP	
AP (Selection grade)	BE/BTech and ME/MTech in relevant branch with First class or Ph.D. in relevant engineering discipline	<ul style="list-style-type: none">• Successful completion of Probationary period at ACET• 5 years Experience as AP(Senior grade) (or) 10 years Experience in Engineering colleges (or) Candidate with Ph.D.	
Associate Professor	Ph.D. in relevant engineering discipline.	<ul style="list-style-type: none">• Successful completion of Probationary period at ACET• 5years Experience out of which 2 years post Ph.D.(or) 5 years of Experience at the level of AP(Selection grade) (or) 13 years Experience in Engineering colleges	<ul style="list-style-type: none">• Publications in WoS/Scopus/SCI etc Indexed (or) Anna University Listed Journals/Patents/Books Publication/ Funded projects etc..

Professor	Ph.D. in relevant engineering discipline.	<ul style="list-style-type: none"> • Successful completion of Probationary period at ACET • 10 years Experience out of which 5 years post Ph.D. (or) 5 years experience at the level of Associate Professor (or) 15 years of teaching experience in Engineering Colleges 	Publications WoS/Scopus/SCI etc Indexed (or) Anna University Listed Journals/Patents/Books Publication/ Funded projects etc.
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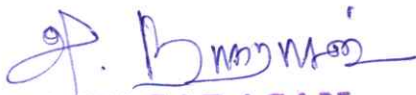
Note: 50% weightage shall be given for industrial experience.



T.SUBRAMANIYAN
 CHAIRMAN
 Akshaya College of Engineering and Technology
 Kinathukadavu, Coimbatore - 642 109



PRINCIPAL
Dr. J. JAYA, M.Tech Ph.D.
 PRINCIPAL
 Akshaya College of Engineering and Technology
 Kinathukadavu Coimbatore - 642 109



A.NAGARASAN
 MANAGING TRUSTEE
 Akshaya College of Engineering and Technology
 Kinathukadavu, Coimbatore - 642 109

AKSHAYA CHARITABLE TRUST

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Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date :

12.11.2011

Code of Conduct for Teaching and Non-Teaching Staff

1. Every staff shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
2. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
3. During the duty, Staff Members shall always be neatly dressed, in clean, ironed clothes and shall wear identity card and shall keep their personal and work-places tidy and clean and at all times maintain cleanliness of the institution.
4. All Employees shall take proper care of machines, tools, materials, equipment, furniture and all other property of the institution, movable and immovable. Misuse or careless use of the material and facilities provided by the institution will be taken seriously and may lead to appropriate punishment.
5. Staff members shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith and to apply for Insurance.
6. Employees are not permitted to accept gifts in cash or kind from visitors, parents of the students, businessmen or any other party connected with the activities of the institution. They are also restricted to make a borrowing or lending money to a person on interest in any manner on the premises of the institution.
7. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution. They should not interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
8. No employee shall bring alcohol or intoxicant drugs to the premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
9. No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

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Ref. :

Date :

10. No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
11. No female employee shall be sexually harassed at the workplace.
12. Employees should report at least five minutes in advance for the class work or any other work assigned to them by the authorities.

Note: The above said code of conduct applicable to all teaching and Non-teaching staff members serving at Akshaya College of Engineering and Technology, Coimbatore.

For AKSHAYA CHARITABLE TRUST



CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST



MANAGING TRUSTEE

Managing Trustee

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

16.06.2011

Ref. :

Date :

Salary Policy for Employees of ACET


- Salary fixation is dependent upon post, qualification, experience as well as service of an employee at Akshaya College of Engineering and Technology.
- Based on the qualification and experience, salary and dearness allowance (DA) will be fixed for every staff member according to the norms of the Management. The revision of DA is left to the discretion of the Management.
- Salary of each staff member will be directly credited into designated bank account of the individual on or before 5th of every month.
- Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time.
- When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

Scale of Pay:

- Scale of Pay applicable - Sixth Pay Commission for Teaching Staff with effect from 01.06.2011.
- A candidate is appointed to a post at the Institution provided the post is in accordance with the existing UGC / AICTE norms.
- The pay scales of teaching staff shall be fixed as per the scales given by the UGC / AICTE from time to time.

Teaching Category

Category (Engineering Discipline)	Scale of Pay
Assistant Professor	Rs.15,600 - 39,100 with Academic Grade Pay: Rs. 6,000/-.
Assistant. Professor (Senior Grade)	Rs.15,600 - 39,100 with Academic Grade Pay: Rs. 7,000/-.
Assistant. Professor (Selection Grade)	Rs. 15,600 - 39,100 with Academic Grade Pay: Rs. 8,000/-.



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Ref. :

Date :

Associate Professor	Rs. 37,400 – 67,000 with Academic Grade Pay: Rs. 9,000/-.
Professor	Rs. 37,400 – 67,000 with Academic Grade Pay: Rs. 10,000/-.
Librarian/Physical Director	Rs. 15,600 – 39,100 with Academic Grade Pay: Rs. 6,000/-.

The Increment amount will be awarded to the performers. Additional increment / incentives may be offered to the deserving staff based on their performance, outstanding work, irrespective of their qualification and experience.

Salary Policy for Non-Teaching, Technical and Administrative Staff:

S.No.	Position	Pay Band
1.	Junior Assistant/Accountant / Laboratory Assistant (Grade I).	3200-85-4900
2.	Laboratory Assistant (Grade II).	3050-75-3950-80-4950
3.	Maintenance Supervisor.	3200-85-4900
4.	System Administrator.	Rs. 15,600 – 39,100
5.	Office Manager.	5500-175-9000
6.	Placement Officer.	Rs. 15,600 – 39,100
7.	Placement Coordinator /Administrative staff.	Consolidated pay.

• Different Scales of Pay are sanctioned for the Non-Teaching, Technical and Administrative Staff considering their qualification and Grade. Dearness Allowance and HRA are also granted to them. Consolidated monthly salary is given to few employees. The terms and conditions of their appointment and remuneration shall be decided separately in each case.

For AKSHAYA CHARITABLE TRUST

CHAIRMAN

Chairman

For Akshaya Charitable Trust

Secretary

SECRETARY



AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)
Kinathukadavu, Coimbatore - 642 109.



Leave Policy - Revised

Working Hours for the Teaching and Non – Teaching staff:

College	Time	Office	Time	Holiday
Monday to Saturday	8.45am to 5.00pm	Monday to Saturday	8.45am to 5.00pm	First Saturday, Third Saturday, all Sundays, Government and Local Holidays

Leave Rules for Teaching, Non – Teaching and Ministerial staff.

1) Casual Leave (CL)

- Twelve Days are permitted per calendar year.
- CL will be calculated from **January - December**.
- No advance CL will be given.
- Maximum of 3 days can be availed out of the eligible CL during a month.
- Staff who have taken Maternity Leave will be eligible for CL only after completing one month of service from the date of rejoining duty.
- Compensation leave can be sanctioned to any staff working on a declared holiday subject to the condition that the nature of work is not a remunerative one. This will be treated like the case of casual leave.

- 2) **Permission** – For teaching, non-teaching and ministerial staff, one-hour permission will be allowed twice in a month either in the morning or evening, only on emergency and medical grounds.

3) Medical Leave (ML)

- 5 Days Leave on Medical grounds in case of hospitalization, can be availed by the staff in a year after successful completion of one year probation period.

4) Maternity Leave

- 6 Months maternity leave with one month salary can be availed twice in her career.
- One month salary will be sanctioned only if the faculty rejoins during the seventh month.

For AKSHAYA COLLEGE OF ENGINEERING
AND TECHNOLOGY ;

Chairman

in



AKSHAYA


COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)

Kinathukadavu, Coimbatore - 642 109.

- 5) **On Duty Leave** [Attendance Certificate is mandatory for the sanction of OD]
- Examination Work** - 14 Days per Semester which includes Practical Examination and Hall Invigilation Duty.
Valuation and AUR Duty (Mandatory duty as instructed by Anna University).
 - Teaching and non-teaching staff participating in educational tours are eligible for on duty.
 - The period of absence of teachers who are Programme Officers conducting NSS/YRC Programmes during working days is treated as On duty. O.D. is also applicable to such Programme officers of NSS who participate in General Orientation Courses conducted by the University.
 - For Part – Time Ph.D. Scholars sponsored by ACET** – 3 Days per Semester.
 - Workshop / Seminar / Conference / invited Lectures / Committee Members / STTP / FDP** – 6 Days per year.
 - OD** is applicable for ministerial staff also in case of any official duty including AICTE, DOTE, Anna University and office administrative works.
- 6) **Leave on Loss of Pay**
- Any unauthorized leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 7 days at a stretch, Principal has the right to call for explanation.
 - Before availing leave, an alternate arrangement must be made.
 - If an employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are leave on LoP, then all intervening declared holidays and Sundays will also be treated as Leave on LoP.
 - If the second half of preceding day and first half of succeeding day are Leave on LoP then all intervening leave will be treated as Leave on LoP.

For **AKSHAYA COLLEGE OF ENGINEERING
AND TECHNOLOGY**


Chairman



AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Affiliated to Anna University & Accredited by NAAC)
Kinathukadavu, Coimbatore - 642 109.



Submitted to Managing Trustee/Chairman through Trustee Shri. P. Rangaraj
Sir,

03.01.2023

Amendment to Maternity Leave vide Leave Policy under Section 4 approved on 20.12.2020

It is proposed to amend the "Maternity leave" under leave policy presently in vogue as per the recommendation given below

Section	Present Policy	Proposed Policy
4. a)	6 months maternity leave with one month salary can be availed twice in her career.	Six months maternity leave with two months salary can be availed twice in her career.
b)	One month salary will be sanctioned only if the faculty rejoins during the seventh month.	Two months salary will be sanctioned only if the faculty rejoins during the seventh month.

Kindly sanction approval for the revised Maternity Leave policy to implement the same with effect from calender year 2023.

Approved/~~Not Approved~~

CHAIRMAN

T.SUBRAMANIYAN

CHAIRMAN

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109

PRINCIPAL

Dr. K. SIVASANKARI M.E., Ph.D.,

PRINCIPAL

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.

TRUSTEE

Leave Policy

Working Hours for the Teaching and Non – Teaching staff:

College	Time	Office	Time	Holiday
Monday to Saturday	8.45am to 5.00pm	Monday to Saturday	8.45am to 5.00pm	First Saturday, Third Saturday, all Sundays, Government and Local Holidays

Leave Rules for Teaching, Non – Teaching and Ministerial staff.

1) Casual Leave (CL)

- a) Twelve Days are permitted per calendar year.
- b) CL will be calculated from **January - December**.
- c) No advance CL will be given.
- d) Maximum of 3 days can be availed out of the eligible CL during a month.
- e) Staff who have taken Maternity Leave will be eligible for CL only after completing one month of service from the date of rejoining duty.
- f) Compensation leave can be sanctioned to any staff working on a declared holiday subject to the condition that the nature of work is not a remunerative one. This will be treated like the case of casual leave.

2) **Permission** – For teaching, non-teaching and ministerial staff, one-hour permission will be allowed twice in a month either in the morning or evening, only on emergency and medical grounds.

3) Medical Leave (ML)

- a) 5 Days Leave on Medical grounds in case of hospitalisation, can be availed by the staff in a year after successful completion of one year probation period.

4) Maternity Leave

- a) 6 Months maternity leave with one month salary can be availed twice in her career.
- b) One month salary will be sanctioned only if the faculty rejoins during the seventh month.

5) On Duty Leave [Attendance Certificate is mandatory for the sanction of OD]

- a) **Examination Work** - 14 Days per Semester which includes Practical Examination and Hall Invigilation Duty.

Valuation and AUR Duty (Mandatory duty as instructed by Anna University).

- b) Teaching and non-teaching staff participating in educational tours are eligible for on duty.
- c) The period of absence of teachers who are Programme Officers conducting NSS/YRC Programmes during working days is treated as On duty. O.D. is also applicable to such Programme officers of NSS who participate in General Orientation Courses conducted by the University.
- d) **For Part – Time Ph.D. Scholars sponsored by ACET** – 3 Days per Semester.
- e) **Workshop / Seminar / Conference / invited Lectures / Committee Members / STTP / FDP** – 6 Days per year.
- f) **OD** is applicable for ministerial staff also in case of any official duty including AICTE, DOTE, Anna University and office administrative works.

6) **Vacation Leave (VL)**

a) **Staff who have not completed one year of service are not eligible for VL.**

b) **Continuous service with completion of 12 months and upto two years**

Vacation Leave (VL) : Odd Semester – 3 Days & Even Semester – 6 Days.

c) **After completion of two years of continuous service**

i) Odd Semester – 7 Days & Even Semester – 14 Days.

ii) CL cannot be clubbed with VL.

iii) All declared holidays and Sundays (prefix, suffix and intervening) will be included.

iv) Clubbing of OD with VL will be allowed in case of any work related to Anna University.

v) Anna University work within the vacation period will be treated as VL only.

vi) Vacation period and slots are subject to change based on the closing and reopening dates announced by Anna University, Chennai or interim orders from ACET Management.

vii) If the situation warrants, any or all the staff members can be called to attend duty by the HOD or the Principal or any other Designated Authority.

viii) Any unavailed part of VL cannot be carried over to the next semester.

ix) Staff should report for the duty after availing VL, otherwise, the VL will also be treated as LoP.

d) **Vacation Leave for Non-Teaching technical staff** – Odd Semester – 3 Days & Even Semester - 7 days for those who have completed two years of continuous service.

e) **Vacation Leave for Ministerial staff** – Odd Semester – 3 Days & Even Semester - 7 days for those who have completed two years of continuous service. If the ministerial staff is prevented from availing vacation, an equal number of days can be sanctioned as casual leave subject to the same conditions applicable for casual leave.

7) **Leave on Loss of Pay**

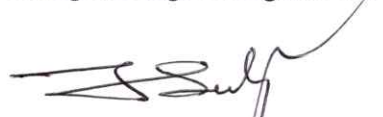
a) Any unauthorized leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 7 days at a stretch, Principal has the right to call for explanation.

b) Before availing leave, an alternate arrangement must be made.

c) If an employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are leave on LoP, then all intervening declared holidays and Sundays will also be treated as Leave on LoP.


d) If the second half of preceding day and first half of succeeding day are Leave on LoP then all intervening leave will be treated as Leave on LoP.

NOTE: The above mentioned leave policy will be effective from 01 January 2020 for the calendar year at Akshaya College of Engineering and Technology, Coimbatore.


Chairman
I. SUBRAMANIYAN
CHAIRMAN

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109




Managing Trustee
A. NAGARASAN
MANAGING TRUSTEE
Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109

Leave Policy

Leave Rules for Teaching, Non – Teaching and Ministerial staff.

1) Casual Leave (CL)

- a) Twelve Days are permitted per calendar year.
- b) CL will be calculated from **January - December**.
- c) No advance CL will be given.
- d) Maximum of 3 days can be availed out of the eligible CL during a month.
- e) Staff who have taken Maternity Leave will be eligible for CL only after completing one month of service from the date of rejoining duty.
- f) Compensation leave can be sanctioned to any staff working on a declared holiday subject to the condition that the nature of work is not a remunerative one. This will be treated like the case of casual leave.

2) Permission – For teaching, non-teaching and ministerial staff, one-hour permission will be allowed twice in a month either in the morning or evening, only on emergency and medical grounds.

3) Maternity Leave

- a) 6 Months maternity leave with one month salary can be availed twice in her career.
- b) One month salary will be sanctioned only if the faculty rejoins during the seventh month.

4) On Duty Leave [Attendance Certificate is mandatory for the sanction of OD]

On Duty can be sanctioned to the staff who are taking the following tasks:

- a) **Examination Work** - includes Practical Examination and Hall Invigilation Duty.
- b) **Valuation and AUR Duty** (Mandatory duty as instructed by Anna University).
- c) Teaching and non-teaching staff participating in educational tours/Industrial Vists are eligible for on duty.
- d) The period of absence of teachers who are Programme Officers conducting NSS/YRC/Rotaract and etc. Programmes during working days is treated as On duty.
- e) **For Part – Time Ph.D. Scholars sponsored by ACET – 3 Days per Semester.**
- f) **Workshop / Seminar / Conference / invited Lectures / Committee Members / STTP / FDP etc.**
- g) OD is applicable for ministerial staff also in case of any official duty including AICTE, DOTE, Anna University and office administrative works.

5) Vacation Leave (VL) for members of Faculty

- a) **Staff who have not completed one year of service are not eligible for VL.**
- b) **After completion of two years of continuous service**
 - i) Odd Semester & Even Semester – 14 Days.
 - ii) All declared holidays and Sundays (prefix, suffix and intervening) will be included.
 - iii) Clubbing of OD with VL will be allowed in case of any work related to Anna University.
 - iv) Anna University work within the vacation period will be treated as VL only.
 - v) Vacation period and slots are subject to change based on the closing and reopening dates announced by Anna University, Chennai or interim orders from ACET Management.

vi) If the situation warrants, any or all the staff members can be called to attend duty by the HOD or the Principal or any other Designated Authority.

vii) Any unavailed part of VL cannot be carried over to the next semester.


viii) Staff should report for the duty after availing VL, otherwise, the VL will also be treated as LoP.

c) **Vacation Leave for Non-Teaching technical staff** – Odd Semester – 3 Days & Even Semester - 7 days for those who have completed two years of continuous service.

6) Leave on Loss of Pay

- a) Any unauthorized leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 7 days at a stretch, Principal has the right to call for explanation.
- b) Before availing leave, an alternate arrangement must be made.
- c) If an employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are leave on LoP, then all intervening declared holidays and Sundays will also be treated as Leave on LoP.
- d) If the second half of preceding day and first half of succeeding day are Leave on LoP then all intervening leave will be treated as Leave on LoP.

NOTE: The above mentioned leave policy will be effective from 01 January 2014 for the calendar year at Akshaya College of Engineering and Technology, Coimbatore.



Chairman

T.SUBRAMANIYAN
CHAIRMAN

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109



Managing Trustee

A.NAGARASAN
MANAGING TRUSTEE

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109

AKSHAYA CHARITABLE TRUST

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Ref. :

Date :
14.10.2015

Welfare measures for Teaching staff:

The following welfare measures are applicable to the Teaching staff serving at Akshaya College of Engineering and Technology

- **Free Accidental Group Insurance Scheme for all teaching staff.**
 - Sum Insured for Accidental Death / Permanent Total Disability is Rs.1,50,000/-
 - Accidental Medical Expenses – In Patient - Rs.50,000/- & Out Patient- Rs.10,000/- (Per Incident).
 - Weekly Benefit @ Max. 52 Weeks – Rs.1500/-
- **Transport Facility** for all the Teaching staff at concessional rate.
- **Common Mobile facility** under CUG to the Head of the Departments.
- **Tea and Snacks** to all the teaching staff at free of cost on all working days.
- **Free accommodation and boarding** in the hostels for Deputy Warden and Faculty.

For AKSHAYA CHARITABLE TRUST



CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST



MANAGING TRUSTEE

Managing Trustee

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, COIMBATORE - 642 109.

14.11.2019

Welfare measures for Non-Teaching Staff - Revised

The following welfare measures are applicable to the Non- Teaching staff serving at Akshaya College of Engineering and Technology.

- **Free Accidental Group insurance scheme for all Non-Teaching staff.**
 - Sum Insured for Accidental Death /Permanent Total Disability is Rs.1,20,000/-
 - Accidental Medical Expenses – for In Patient - Rs.50,000/- & Out Patient- Rs.10,000/- (Per Incident).
 - Weekly Benefit @ Max. 52 Weeks – Rs.1200/-.
- **Free Transport Facility** for all the Non-Teaching staff.
- **Uniforms** for maintenance staff every year during Diwali and Pongal celebrations.
- **Free mid day meals** provided for Administrative staff.
- **Common Mobile facilities** under CUG for essential Administrative staff.
- **Employees' Provident Fund (EPF) and Employees State Insurance (ESI) facility** is extended to all eligible Non- teaching employees. Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI dependents get Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit, funeral expenses and other benefits.
- **Tea and Snacks** to all the Non-teaching staff at free of cost on all working days.

For AKSHAYA CHARITABLE TRUST


CHAIRMAN Chairman

For AKSHAYA CHARITABLE TRUST


MANAGING TRUSTEE

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date :

14.10.2015

Welfare measures for Non-Teaching Staff

The following welfare measures are applicable to the Non- Teaching staff serving at Akshaya College of Engineering and Technology.

- **Free Accidental Group insurance scheme for all Non-Teaching staff.**
 - Sum Insured for Accidental Death /Permanent Total Disability is Rs.1,20,000/-
 - Accidental Medical Expenses – for In Patient - Rs.50,000/- & Out Patient- Rs.10,000/- (Per Incident).
 - Weekly Benefit @ Max. 52 Weeks – Rs.1200/-.
- **Free Transport Facility** for all the Non-Teaching staff.
- **Uniforms** for maintenance staff every year during Diwali and Pongal celebrations.
- **Free mid day meals** provided for Administrative staff.
- **Common Mobile facilities** under CUG for essential Administrative staff.
- **Employees' Provident Fund (EPF) facility** is extended to all eligible Non-teaching employees.
- **Tea and Snacks** to all the Non-teaching staff at free of cost on all working days.

For AKSHAYA CHARITABLE TRUST

CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST

MANAGING TRUSTEE

Managing Trustee



AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)
Kinathukadavu, Coimbatore - 642 109.

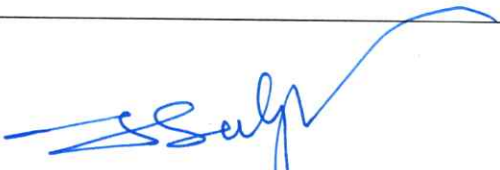


Submitted to Managing Trustee/Chairman through Trustee Shri. P. Rangaraj,
Sir,

The Motivational initiatives applicable to the members of faculty approved by the college Management vide its order dated 07.01.2023 are revised and submitted herewith for your kind perusal. It is requested to consider the recommendation furnished below and grant approval for implementing the same with effect from 02-01-2024.

S.NO	INITIATIVE	INCENTIVE
1.	Scopus indexed Journal Publication <ul style="list-style-type: none">Authorship (First or Second) and only one author with ACET affiliation is recommended for incentive.	Rs.5,000/Publication
2.	SCI/Annexure Journal listed	<ul style="list-style-type: none">Rs. 10,000/PublicationAuthorship (First or Second or Third)Maximum of Rs. 30,000 per year will be provided.
3.	<ul style="list-style-type: none">Patent GrantPatent Publication	Rs. 5,000 – 1 st Applicant should be institution. Rs. 1000/ Publication, 1 st Applicant should be institution.
4.	Ph.D. Completion – Faculty Member Ph.D. Completion – Supervisor	Rs. 10,000 + Hike in salary Rs. 10,000/Scholar
5.	NPTEL Certification	Rs. 5000/- /Domain Certification Rs. 2,000(Gold)/Course, Rs. 1,500(Silver)/Course, Rs. 1,000(Elite)/Course
6.	Book Publication/Book Chapter	Rs. 5,000/Book Rs. 1,500/Chapter
7.	Funding through Research Proposals/Consultancy	55% of the sanctioned fund for the Principal Investigator; 20% of the sanctioned fund for the Co- investigator and 25% of the sanctioned fund for the Institution.
8.	Funding through Conference/ Seminar/ Workshop/FDP/Other Proposals	20% of the sanctioned Fund for coordinator 10% of the sanctioned Fund for co-coordinator.
9.	For Producing 100% Pass Percentage in a theory or theory cum laboratory course	Rs.1000/- for the Faculty member who handled the course.

Approved/~~Not Approved~~


CHAIRMAN
T.SUBRAMANIYAN
CHAIRMAN



07.01.2023

Submitted to Managing Trustee/Chairman through Trustee Shri.P. Rangaraj

Sir,

The Motivational initiatives applicable to the members of faculty approved by the college Management vide its order dated 14.06.2018 are revised and submitted herewith for your kind perusal. It is requested to consider the recommendation furnished below and grant approval for implementing the same with effect from Calendar year 2023.

Proposal for Motivational Initiatives

S.NO	INITIATIVE	INCENTIVE
1.	Scopus indexed Journal Publication	Rs.5,000/Publication
2.	SCI/Annexure Journal listed	Rs. 10,000/Publication upto maximum of Rs. 35,000 per year.
3.	Patent Grant (College Name or Individual Name with College affiliation)	Rs.5,000/Author
4.	NPTEL Certification	Rs. 2,000(Gold), Rs. 1,500(Silver), Rs. 1,000(Certificate)
5.	Book Publication/Book chapter with ISBN Number	Rs. 5,000/Book Rs. 1,500/Chapter
6.	Funding through Research Proposals/Consultancy	55% of the sanctioned fund for the Principal Investigator; 20% of the sanctioned fund for the Co- investigator and 25% of the sanctioned fund for the Institution.
7.	Funding through Conference/Seminar/ Other Proposals	Seminar/Conference grant- Rs. 3,000 for coordinator & Rs. 1,500 for co - coordinator.
8.	For Producing 100% Pass Percentage in a theory course	Rs.1000/- for the Faculty who handled the course and an appreciation certificate from the management

Approved/Not Approved

TRUSTEE

Dr. K. SIVASANKARI M.E., Ph.D.,
PRINCIPAL
Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.

PRINCIPAL

CHAIRMAN



14.06.2018

Submitted To Managing Trustee/Chairman through Trustee Sri.P.Rangaraj

Sir,

A proposal for motivational initiatives applicable to the members of faculty is presented herewith for your kind perusal. It is requested to consider the recommendation and grant approval for implementation with effect from the academic year 2018-2019.

Proposal for Motivational Initiatives

S.NO.	INITIATIVE	INCENTIVE
1.	For Publishing papers in web of science/ Scopus/WoS/SCI/SCI-E /ISI indexed/Anna University listed Journals with ACET affiliation	Rs.1500/- per paper for one author of the first three
2.	For Producing 100% Pass Percentage in a theory course	Rs.1000/- for the staff who handled the course and an appreciation certificate from Management
3.	For in- Service staff who complete Ph.D degree programme.	Grant of an one – time incentive of Rs 10,000/-
4.	For Filling of IPR/patent for self along with ACET affiliation	Grant of Partial registration fee
5.	For Securing funded projects worth 5 lakh rupees and above	10% of sanctioned fund
6.	For Consultancy Services	10% of income generated through the consultancy to the team working on the project
7.	Publication of Books – Published by reputed agencies with ACET affiliation	Grant of an one – time incentive of Rs 5,000/- depending upon the publisher.
8.	NPTEL exam registration	Half of the registration amount upon clearing the paper.
9.	Any other Professional certificate program	Half of the registration amount upto maximum of Rs 5,000 will be rewarded (with the prior approval).


T.SUBRAMANIYAN
CHAIRMAN

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109


Dr. J. JAYA M.Tech Ph.D
PRINCIPAL

Akshaya College of Engineering and Technology
Kinathukadavu Coimbatore-642 109


A.NAGARASAN
MANAGING TRUSTEE

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109



AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)

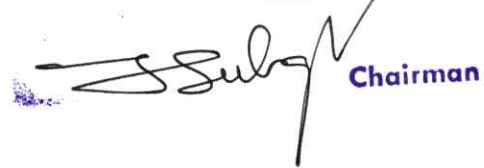
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Promotion Policy

- A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.
- Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis / criteria of merit / efficiency / the commitment / dedication of the staff to the all-round development / improvement of the Institution. Seniority are the deciding factors for promotions.
- Additionally, Research activities / Consultancy Value / Professional Standing / Student Club activities and the additional revenue generated for the Department will also form part of the Promotion criteria.
- No employee who is under suspension, or against whom disciplinary proceedings have been taken or are about to be taken shall be promoted until he is unconditionally reinstated or exonerated.

For AKSHAYA COLLEGE OF ENGINEERING
AND TECHNOLOGY


Chairman



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Policy on Providing Financial Support to Attend Seminars / Conferences / Workshops / Faculty Development Programmes and Towards Membership Fee of Professional Bodies

1) Preamble

The policy on providing financial support to attend seminars / conferences / workshops / faculty development programmes and payment of membership fee of professional bodies to the members of faculty helps them to update their knowledge in their area of expertise so as to impart quality education to the students and improve their skill, set for increasing the employability of graduates. This policy is formulated with a set of guidelines for availing the benefits and it is applicable to all the regular members of faculty serving at Akshaya College of Engineering and Technology, Coimbatore.

2) Scope

The financial support to the members of faculty to attend State and National level seminars / conferences / workshops / faculty development programmes and towards payment of membership fee of professional bodies is applicable to all the regular members of faculty who have completed one year of continuous service at Akshaya College of Engineering and Technology, Coimbatore. The sponsorship will be extended in full / part of the total expenditure towards the above programmes organised by AICTE/ UGC / Government approved reputed colleges / institutes and universities.

3) Guidelines

Akshaya College of Engineering and Technology will allocate a fund as envisaged by the departments in their budget during every academic year for the said purpose after discussion and approval in the governing council of the institution.

- a) The financial support in full / part is available to attend or participate in seminars / conferences / workshops / faculty development programmes conducted by reputed institutions covered under the scope of this policy and to pay the membership fee of professional bodies.



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- b) The financial support covers reimbursement of the registration fee and TA/ DA for the said purpose covered under the scope of this policy.
- c) The regular members of faculty who have completed one year of continuous service at Akshaya College of Engineering and Technology are eligible to seek the financial support for the said purpose covered under the scope of this policy.
- d) A maximum of 25% of the regular members of faculty in a department can avail the financial support in an academic year for the said purpose covered under the scope of this policy.
- e) The financial support is available for the programmes covered under the scope of this policy both in online and offline mode.
- f) The financial support will be granted to the members of faculty giving equal opportunity to all of them based on the expertise needed in the concerned department.

4) Procedure

- a) Applications should be submitted to the principal by the member of faculty with due recommendation by the concerned HoD at least one week in advance.
- b) The concerned member of faculty should make alternate arrangement so that the teaching responsibility is not affected.
- c) The Head of the Institution / Principal shall approve the recommendation given by HoD.
- d) The member of faculty, who has attended the said programme covered under this policy, should submit a report and settle the bills with proof for reimbursement within a week after returning.
- e) The member of faculty, who has attended the said programme covered under this policy, should submit a copy of the programme certificate / attendance certificate, photographs (if any) to the Head of the Institution / Principal and HoD within a week after returning.

11/6/23

Approved/Not Approved

Chairman


11/6/23

PRINCIPAL

Dr. R. RAVINDRAN M.Tech., Ph.D.,
PRINCIPAL
Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore -642109.

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date : 12.03.2014

Service rules and regulations

1. All the staff members (Teaching, Non-teaching and Administrative) will be governed by the rules and regulations of this Institution, which are now in force and / may come into force in future.
2. All the staff members have to work under the supervision and guidance of the Head of the Department / Head of the Institution and discharge the duties as assigned from time to time.
3. The employee will be generally on probation for a period of one year from the date of joining and he/she will continue in service on successful completion of probationary period with satisfactory service at ACET.
4. No Employee shall take up any other employment (paid or honorary) or pursue studies elsewhere without the explicit permission of the Management.
5. During the service, an employee may render to be discharged from the services of this Institution with one-month notice or salary in lieu thereof without assigning any reason.
6. If the staff member wishes to resign from the services of the Institution, he/ she has to give One-month notice or salary in lieu thereof to the college, as decided by the Management.
7. No staff member will be permitted to leave the Institution in the middle of the Semester / Academic Year.
8. Staff members are required to keep the Management informed about the change in his/her residential address, change of marital status, major illness, additional qualifications etc, for the purpose of updating the personal records. His/her last known address available with the Management will be deemed to be the address for all purposes.
9. Staff working hours will be normally from 8.30 am to 4.30 pm with lunch break of 40 minutes. However, the working hours may be extended by the Head of Institution, in case of any work involving special coaching, Accreditation, Anna University, AICTE and special programmes.
10. The teaching staff would superannuate after completing the age of 65 (Sixty five) years. However, in exceptional cases, the service can be extended and hired as decided by the Management on one year contract at a time upto 70 years or as per norms of the AICTE as applicable from time to time.



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Ref. :

Date :

11. The Non-Teaching staff would superannuate on attaining (after completion) the age of 60 (Sixty) years. However, in exceptional cases, the service can be extended and hired as decided by the Management and / or as per norms of the AICTE.
12. All the staff members will be eligible to avail the leave and welfare benefits as stipulated in the policies approved by the Management.
13. All teaching / non-teaching staff should be present at the commencement of the time fixed and notified to them. Leave cannot be claimed as a matter of right. College authorities reserve the right to refuse or revoke leave of any description other than Medical leave and Maternity Leave. No one will be allowed to attend the Institute if he/she is late by 45 minutes and he/she will be marked "LEAVE" except with prior permission of the concerned authority.
14. The teaching staff will become eligible for promotion / career advancement if they satisfy the AICTE norms and also based on Academic performance Index generated through self-evaluation on various attributes outlined by the Management.
15. At the time of joining the duty, the staff members have to submit the following,
 - Relieving letter from the previous employer, if any.
 - DOB Proof/ PAN Card Copy / Address Proof.
 - Original certificates of qualification for verification and experience (if any), with one set of the copies of these certificates.
 - Three copies of the candidates colour photograph for profile, ID Card & Library Membership form.

For AKSHAYA CHARITABLE TRUST

CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST

MANAGING TRUSTEE

ACET POLICY STATEMENT

S.NO	POLICY NAME
3	ADMINISTRATIVE POLICIES
	Laboratory Policy
	Purchase Policy
	Maintenance Policy
	Research Policy
	Library Policy
	Transport Policy
	Grievances and Redressal Policy
	Prevention of Ragging (Anti-Ragging) Policy
	Anti-Sexual Harassment Policy
	Women Empowerment Policy



AKSHAYA

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LABORATORY POLICY

Duties and Responsibilities of Laboratory In-Charge:

- To maintain valuable stock register and consumable stock register in order.
- To plan for the purchase of equipments/hardware/software for the forthcoming academic year well in advance. This can be done by visiting other colleges and consulting with teaching staff who are familiar and well experienced in that specialization. It is necessary to get 3 to 5 quotations from reputed suppliers for the purchase. Proposals have to be submitted to the principal through the respective HoD after preparing a comparative statement based on quality and cost.
- To make sure the laboratory infrastructure is adequate to conduct the practicals satisfactorily for all the batches of students.
- To find out the requirements for the consumables and arrange to process the same before the commencement of class every semester. Proposals have to be submitted to the principal through the respective HoD.
- To maintain copies of invoice/Bills.
- To implement and Monitor safety measures within the laboratory for accident – free working.
- To identify the service and maintenance required for the laboratory and arrange to complete the same every year during summer vacation period.
- To organize the laboratory for practical and oral examinations.
- To ensure cleanliness of the laboratory and arrange for switching off equipments after usage.
- To account for breakages/loss, if any, and arrange to recover the cost.
- To keep the stock as per the entry in stock register and take responsibility for any deficiency during annual physical stock verification.
- Any other Assignments given by authority.



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Duties and Responsibilities of System Administrator:

- To maintain valuable stock register and consumable stock register in order.
- To maintain complaint/Service/Maintenance registers for department users.
- To maintain files related to purchase request, service request, printer service, UPS service and toner refilling.
- To maintain working record of Servers, Systems, printers and UPS on weekly basis.
- To maintain software License copy and service record of computers, Printers and UPS.
- To attend to complaints on all kinds of IT infrastructure.
- To monitor system performance, provide security measures, troubleshooting and maintenance as required.
- To maintain Network infrastructure for LAN and WAN connectivity.
- To assist users in the use of hardware and installation of software and also to diagnose and solve their problems.
- To design and implement systems, network configurations, network architecture, site locations and integration of technologies.
- To ensure virus protection software is operational.
- To ensure the licensed bandwidth on Net connectivity is operational.
- Any other work assigned by the authority.

Duties and Responsibilities of Laboratory Assistant:

- To assist the laboratory in –charge in all the duties specified for him/her.
- To maintain consumable issue Register.
- To maintain records such as student Entry Register, Material movement register, laboratory service, repair and maintenance register etc. These records should be laboratory in-charge and checked by HoD on regular basis.



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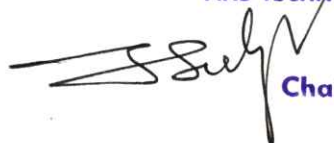
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- To report to HoD in coordination with laboratory in-charge on matters like maintenance/repair, theft, damage etc.
- To display (a) List of equipments/software with ratings, name of supplier and cost. (b) List of Experiments. (c) Lab Layout, (d) Lab time table on the Notice Board. (e) Lab utilization chart etc., (f) safety chart etc.,
- Any other Assignments given by authority.

Duties and Responsibilities of Teaching staff in-charge conducting Practicals:

- To follow the guidelines specified by the Head of the Institute in connection with Teaching-Learning Process defined.
- To conduct the experiments as per the curriculum and syllabus prescribed by Anna University.
- To correct the observation and laboratory records of the students on time periodically and present the corrected records for scrutiny whenever called upon to do so by higher authorities.
- To switch-off the equipments after conducting practicals.
- To ensure safety of the people working in the laboratory by adopting safety measures without any leniency whatsoever.
- To instruct the students to follow strictly the guidelines issued to them from time to time for safe and secured operation while conducting the experiments.
- To report to Laboratory in-charge for any missing/damaged equipments or instruments and also furnish the details regarding the persons responsible for the same in order to recover the cost.

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Chairman



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PURCHASE POLICY

Financial decisions will be made after consideration of:

- a) the need for augmentation of campus infrastructure.
- b) the need for support and delivery of Curriculum together with any additional tools and labs.
- c) the financial resources given to the College for up - keep of existing facilities
- d) and the priorities as identified in the College development plan for future needs.

1. The Governing Council

The Governing Council has a statutory responsibility to oversee the financial management of the College and to ensure adherence to the Budget and Finance policies and Procedure Rules implemented through the Principal.

2. The Principal

The Principal is responsible for:

- a) the detailed preparation of consolidated annual College budget which addresses the strategic aims and targets established by the Governing Council;
- b) the day to day management of the College budget under the Scheme of Delegation by the Governing Council; and
- c) ensuring the effective operation of the finance function within the College, to include:
 - i. the roles of each member of staff being clearly defined and the duties of staff with responsibility for financial transactions being, as far as is practicable, distributed to ensure that key tasks such as the processing of orders and invoices, are assigned to separate members of staff (segregation of duties) and that appropriate systems of internal check exist;
 - ii. the adherence to the Budget and Procedure;
 - iii. the establishment of systems to ensure that financial control is maintained at all times including procedures in the absence of key staff; and
 - iv. the maintenance of proper books of accounts and transaction records / vouchers for auditing.

3. Annual Budget

The Programme Co-ordinators (HoDs) are responsible to prepare the respective department budget annually in the month of April during every calendar year taking into account their



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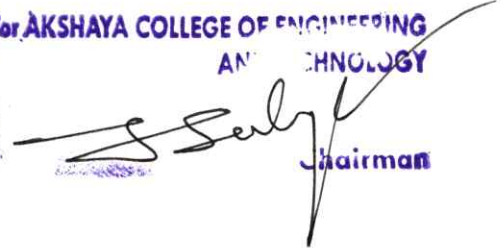
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recurring and non-recurring expenditure. The Accountant is responsible to prepare the general budget details annually during the month of April in every calendar year other than that applicable for the departments. The Department and Institution Annual budget are prepared and placed before the Governing Council for consideration and appropriation of budgetary provisions for various programmes and the institution.

STOCKS AND EQUIPMENT

An inventory of stocks and equipment held in the College will be maintained and checked on a bi-annual basis.

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Maintenance Policy

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution receives fund for the maintenance of physical, academic and support facilities based on budget allocation and expenditure details pertaining to the previous financial year. The systems followed in the institute for maintenance of physical, academic and support facilities are generally scheduled under preventive maintenance. The procedures for preventive maintenance depends upon the type of facility and the frequency of maintenance work. Preventive maintenance schedule is a routine maintenance work carried out on a Daily basis, Weekly basis, Monthly basis, Half-yearly and an Annual one. The following table illustrates the systems and procedures to be adopted at the institution for maintenance and uploading of physical, academic and support facilities.

S.No	Type of Facility	Description of Facility	Maintenance Frequency	Nature of Work
I	Physical	1. Class rooms, Tutorial rooms, Drawing halls	Daily	Cleaning
		2. Laboratories		
		3. Office area		
		4. Managing Trustee/ Chairman, Trustees, Principal's room, Advisor room, HoD s room	Monthly	Cleaning with detergent
		5. Staff rooms		
		6. Common area including corridors		
		7. Rest rooms / toilets.	Daily	Cleaning
			Weekly	Cleaning with detergent and antibacterialsolution
		8. Seminar Halls, Conference rooms, Auditorium	Weekly	Cleaning
9. Air-conditioning units and CCTV Surveillance Cameras	Monthly	Cleaning, operation		
II	Academic	10. Machineries and Equipment's	Weekly	Cleaning
			Half-yearly	Oiling, Operation
		11. Instruments	Half-yearly	Working
		12. Library area, Board, Bench and desk in Class rooms,	Daily	Cleaning



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		13. LCD projectors in class rooms, Laboratories, Seminar halls and other areas	Half-yearly	Cleaning worker
		14. Computers, Printers, Switches and Accessories	Weekly	Cleaning
			Monthly	Working
			Yearly	Working
		15. Sports and games, fitness Centre	Weekly	Cleaning
			Monthly	Working
III	Support	16. Hostel rooms, Corridors	Daily	Cleaning
		17. Dining area and cooking	Daily	Cleaning
			Weekly	Cleaning with detergent
		18. Hostel Rest rooms/ Toilets	Daily	Cleaning
			Weekly	Cleaning with detergent and antibacterial liquid
		19. Transport Vehicles-Bus	Daily	Fuel, oil, water,brake check
			Monthly	Inspection
		20. Electrical fittings	Monthly	Working
		21.Plumbing	Daily	Working
		22. Water Sump	Half-yearly	Cleaning
		23.Generators	Daily	Fuel, Oil.
				Water,Lubrication etc.. Working
		24. Solar Power Plant	Yearly	Complete Checkup
			Monthly	Cleaning
25. Garden	Yearly	Complete Checkup -u		
	Daily	Watering plants, Cleaning and related works		
	Weekly	Watering trees		

The preventive maintenance works illustrated in the above table are to be carried out by In-house staff. However, in case of special attention required for certain cases e.g. hard disk, SMPS complaints on computers, the concerned maintenance/repair works are to be outsourced. Whereas, in the case of UPS, an annual maintenance contract is entered upon for preventive as well as breakdown maintenance.

The usage of all the facilities namely physical, academic and support facilities is planned to provide maximum utilization. Classrooms, tutorial rooms and seminar hall are allotted to the concerned departments for effective academic management.



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Laboratories are to be maintained by the concerned department and a utilization chart prepared for each laboratory. The computer centers and the computer laboratories are to be maintained by the system administrator and the concerned staff but the laboratory utilization planned by the Head of the departments. The utilization of common facilities like common seminar hall, auditorium, transport etc... is centralized and the college office is entrusted with the responsibility of allotment based on priority and nature of programme.

A Campus maintenance committee appointed by the principal oversees the maintenance and utilization of physical, academic and support facilities and also maintains the relevant records.

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RESEARCH POLICY

Aims of the Research Policy

ACET aims to create and support a research culture for developing and promoting scientific temper and research aptitudes among its teachers, staff and students. It helps to realize the vision and mission of the institution and for contributing to national development by facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims at ensuring that the research activities of the institution conform to all applicable rules and regulations as well as to the established standards and norms relating to safe and ethical conduct of research.

Objectives of the Research Policy

- Strengthening the institutional capacity for strategic, technical and operational planning, budget and control of all research activities of the University.
- Developing rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities.
- Developing rules, procedures and guidelines for granting on duty and reduction in workload etc. for members of faculty undertaking research activities.

Research Policy Implementation Mechanism

- Providing research facilities in terms of laboratory equipment and research incentive for paper publications in SCI, Scopus, WoS indexed journals.
- Encouraging the members of faculty to undertake research by collaborating with other research organizations/industry.
- Organizing workshops/training programmes/ sensitization programmes to promote a research culture in the campus.
- Providing financial support in part of full to the faculty members for presenting papers in peer reviewed conferences, attending faculty development programmes in higher level educational institutions.
- Applying grants from Government and Non-Government funding agencies to fund major and minor research projects undertaken by the faculty & students.

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LIBRARY POLICY

1. Organisation:

- Each book is assigned an accession number, which is kept in the Book Stock Register.
- Book transactions register is kept in the library for the issue and return of books.
- Staff and students visit the library to use the books; the visitor's information is kept on file in the Egate register on a daily basis.
- Periodicals and non-book items are kept up to date every year.
- Every day, a daily newspaper is kept in the library. Once a year, the newspapers are disposed of based on the date of purchase.
- A fire extinguisher is kept in the library in case of a fire.
- Old books, journals, and periodicals are bound to avoid damage.
- Every day and evening, the library's book shelves are reorganised.

2. Maintenance:

- Physical stock verification is performed in the Library once a year.
- Every morning, all section furniture is cleaned.
- Every day, the working conditions of all computer systems and printers are examined.
- Computer systems and printers are cleaned on a daily basis.
- Every day, the library floors and book stack area are cleaned.
- Every week, all electrical components are inspected.

3. Rules and Regulations:

- ❖ **Strict and absolute silence** must be observed in the Library.
- ❖ Faculty members and Students are requested to keep their belongings including books on the rack provided at the entrance of the Library. Inside the Library, only writing papers will be permitted.
- ❖ Faculty and students should scan their ID cards.
- ❖ Students can borrow books (UG-6, PG-6) with their college ID cards.
- ❖ Staff can borrow books (Teaching-6, Nonteaching -3) upon the ID cards issued to them by the college.



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- ❖ Books on loan should be returned on or before the due date. If the book is not returned as mentioned, late fee will be collected as given below:

FINE - Rs.1/-per day

IF BOOK LOST - TWICE THE COST OF THE BOOK

- ❖ If the book is not in a good condition, it must be brought to the notice of the Librarian immediately.
- ❖ Books may be renewed for a further period of 15 days, provided no other student has applied for the same.
- ❖ Book meant for “Reference” will not be issued.
- ❖ Students will not be allowed inside the Library during their class hours.
- ❖ Students are not permitted to enter the Library wearing overcoats (Like lab coat).
- ❖ Students must return their books at the end of the course and obtain a “No Due Certificate” from the Librarian before obtaining their hall ticket for theory examinations.

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TRANSPORT RULES AND REGULATIONS

RULES:

- Ragging is strictly prohibited inside the bus.
- If any student involves in ragging, his / her bus facility will be withdrawn after proper enquiry.
- Students must board in the bus at the respective stop as described by the Transport Department.
- Students are prohibited to communicate with the driver for any matter.
- The problems, if any must be communicated only to the Transport Officer for necessary action.
- In case of non-arrival of bus, students can wait for the alternate arrangements provided by the Transport Department.
- Any sort of financial transactions is not allowed inside the bus with the driver (or) Attender. Celebrations related to birthday or towards any such matters should be strictly avoided.
- Students are advised to give respect and preference to the Staff members in seating inside the bus.
- All are advised to come and wait for the bus at their respective bus stop 5 to 10 minutes well in advance.

REGULATIONS:

- College bus facility is an optional service provided for the Staff members and students who are day-scholars.
- For all the students, College bus fee is applicable for whole of Academic year.
- Bus fee at a variable rate will be charged depending upon the boarding station.
- Bus fee is non-refundable unless otherwise genuine reason is specified.
- Ministerial Staff are exempted from bus fees.



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- For Lab technicians and supporting staff members, bus fee is levied with a concession.
- After the payment of bus fee by the student, a bus pass will be issued by the Transport Officer.
- Bus pass must be available during their journey and random verification will be done by the Transport Officer and Transport Assistant.
- A warning will be given to the students who don't have bus pass at the time of verification. If repeated, fine will be imposed.
- Usage of bus facility without proper payment of bus fee will lead to a fine of Rs.1,000/-
- During the Academic year, students can change the place of boarding when situations arise and information must be given to the Transport Officer and a new bus pass will be provided.
- After payment of fee, a "bus token" will be issued by the Transport Officer which must be available during their journey and should be shown upon verification.
- Buses are being operated after regular working hours for the students who are working in laboratories and having special coaching classes.
- Buses are being operated free of cost for the students who have off-campus drives arranged by the Placement and Training Department and Sports Activity.
- Buses are being operated on Sundays for coaching classes for students or for any specific programmes.
- Buses are arranged for students to visit various industries all over Tamilnadu with proper permit obtained from Transport Authorities. All the expenses relevant to these trips are provided by the Management.

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GRIEVANCES AND REDRESSAL POLICY

The objective is to address and effectively solve various grievances related to students /staff members. It acts as a bridge between the students/staff and the authorities. The committee tries to maintain a balance between student's demands/issues of students/staff and feasible solution provided by the authorities.

COMPLAINTS AND REDRESSAL COMMITTEE:

A committee to address the grievances namely, 'Complaints and Redressal Committee' is formed for this purpose. The objective is to provide a platform for the student's/faculty members/staff members to represent their complaints arising out of acts of violations of guidelines in the regular working environment and provide a suitable solution.

Areas under preview of this committee are:

Anyone affected either physically or mentally by the act of anyone else whose act are deviated from the specified guidelines in the campus can register their complaints at suitable level. The members of the committee call for a meeting periodically (once in two months) and under emergency situations to study the grievances and suggest appropriate solutions to the authorities.

Roles of the Cell:

- The procedure for redressal of grievances by Ombudsperson and Students Grievance Redressal Committee are as under:
 - a. Each Institution has an online portal where any aggrieved student submits an application seeking redressal of grievance.
 - b. On receipt of an online complaint, the Institution refers the complaint to the SGRC, along with its comments within 15 days of receipt of complaint on the online portal.
 - c. The SGRC, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
 - d. An aggrieved person may appear either in person or authorize a representative to present his/her case.



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COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)

Kinathukadavu, Coimbatore - 642 109.

- e. Grievances not resolved by the SGRC shall be referred to the concerned Ombudsperson, within the time of 15 days.
- f. Institutions shall extend co-operation to the Ombudsperson or the SGRC, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Council, which shall take action in accordance with the provisions of these Regulations.
- g. The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefore as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- h. The Institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the Institution shall place it for general information on its website.
- i. The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Council any failure on the part of the Institution to comply with the recommendations.
- j. The ombudsperson may recommend appropriate action against the complaint, where a complaint is found to be false or frivolous.
- k. The Institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the SGRC coming in its purview, and the Ombudsperson for the purpose of appeals.

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COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)

Kinathukadavu, Coimbatore - 642 109.



PREVENTION OF RAGGING (ANTI-RAGGING) POLICY

Treating all the students equally, ensuring the reach of all the college resources to all the students without any bias are the prime importance of the college. To prohibit, prevent and eliminate the scourge of ragging, the college strictly follows the anti-ragging act No.7 of 1997 of Tamil Nadu State Government.

Anti-ragging Act No. 7 of 1997

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14th February 1997 and is hereby published for general information: - ACT No. 7 OF 1997. An Act to prohibit ragging in educational institutions in the State of Tamil Nadu. Be it enacted by the Legislative Assembly of the State of Tamil Nadu in the Forty-Eighth Year of the Republic of India as follows:—

1. Short title, extent and commencement. —

- (1) This Act may be called the Tamil Nadu Prohibition of Ragging Act, 1997.
- (2) It extends to the whole of the State of Tamil Nadu.
- (3) It shall be deemed to have come into force on the 19th day of December 1996.

2. **Definitions.** — In this Act, unless the context otherwise requires, “ragging” means display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes, -

- (a) teasing, abusing of, playing practical jokes on, or causing hurt to such student ; or
- (b) asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

3. **Prohibition of ragging.** — Ragging within or without any educational institution is prohibited.

4. **Penalty for ragging.** — Whoever directly or indirectly commits, participates in, abets or propagates “ragging” within or without any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5. **Dismissal of student.** — Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

6. Suspension of student. —

- (1) Without prejudice to the foregoing provisions, whenever any student complaints of ragging to the head of an educational institution, or to any other person responsible for the management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.
- (2) The decision of the head of the educational institution or the person responsible for the management of the educational institution that any student has indulged in ragging under sub-section (1) shall be final.



AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

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Kinathukadavu, Coimbatore - 642 109.

7. **Deemed abetment.** — If the head of the educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in subsection (1) of section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided for in section 4.

8. **Power to make rules.** —

(1) The State Government may make rules for carrying out all or any of the purposes of this Act. (2) All rules made under this Act shall be published in the Tamil Nadu Government Gazette and unless, they are expressed to come into force on a particular day, shall come into force on the day on which they are so published.

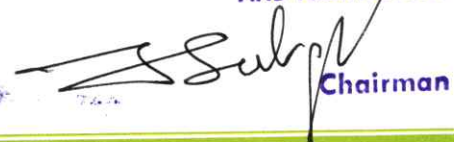
(3) Every rule made under this Act shall, as soon as possible after it is made, be placed on the table of the Legislative Assembly and if, before the expiry of the session in which it is so placed or the next session, the Assembly makes any modification in any such rule, or the Assembly decides that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

9. **Repeal and saving.** — (1) The Tamil Nadu Prohibition of Ragging Ordinance, 1996 is hereby repealed. (2) Notwithstanding such repeal, anything done or any action taken under the Ordinance shall be deemed to have been done or taken under this Act.

Role of the Anti-Ragging Committee:

- Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.
- Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points.
- Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging.
- Takes affidavits from the students and parents regarding Ragging during the premises.
- Resolves the complaint received from the victim.
- Verifies the facts through enquiry and, if necessary from CCTV footages and other physical evidences.
- Awards disciplinary action against culprit.
- Anti-Ragging Committee Student members assist the institution in implementing rigid anti-ragging measures so that the institution becomes ragging-free campus.
- Faculty members monitor the premises including hostels, food court, parking places, playground, buses etc. where students assemble and meet one another.
- Explains to the students about the severity of punishments and the consequences likely to be imposed as per the Government proceedings.
- Disseminate about anti-ragging in the form of circulars, posters and display boards and in around college premises.

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Chairman

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COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)

Kinathukadavu, Coimbatore - 642 109.



ANTI-SEXUAL HARASSMENT POLICY

Sexual Harassment affects all women in some form or the other. Lewd remarks, touching, wolf-whistles, staring looks are part of any woman's life, so much so that it is dismissed as normal. Sexual Harassment is a form of violence in everyday life and is discriminatory and exploitative creating an atmosphere of threat and terror.

Sexual harassment consists of any unwanted verbal, nonverbal or physical attention, or contact that is sexual in nature. Victims may be subjected to comments about their physical appearance, sex-based jokes, gender-specific put-downs or other language meant to demean, intimidate or threaten. Spreading rumours about a person's appearance or sexual activity can also constitute harassment, as can texting or emailing pictures of an individual. Nonverbal instances of harassment may include staring at someone suggestively, showing a person sexual images or engaging in other behaviour intended to make someone feel uncomfortable. Physical manifestations of sexual harassment include hugging, patting or other bodily touching. Following someone or otherwise invading her or his personal space can also constitute harassment.

Sexual Harassment: The Law

Sexual harassment is also a form of human rights violation, and is an infringement on their life and liberty as defined in the Constitution of India. Such behaviour is seen to transgress common dignity, gender equality, and fundamental rights. Sexual harassment is also contrary to anti-discrimination laws of the land. *Article 15: "Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth" and Article 19(1) (g): Right to Freedom which upholds a women's right "to practice any profession or to carry on any occupation, trade or business".

Thus, combating sexual harassment involves developing understanding of what is sexual harassment and change of attitudes in all be it employees, colleagues, friends, administrators, employers or the law makers.



AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)

Kinathukadavu, Coimbatore - 642 109.

There is no law dealing with sexual harassment. But there are existing laws which contain provisions under which sexual harassment can be challenged. The Indian Penal Code, for example, has no specific provision dealing with sexual harassment, but it has section 354 (outraging modesty of a woman), section 375 dealing with Rape section 509 dealing with act intended to insult the modesty of a woman etc. There are Acts such as Indecent Representation of Women (Prohibition) Act 1987 or the Delhi Prohibition of Eve Teasing Act 1988.

In India, it has been only more than ten years since sexual harassment was for the first time recognized by The Supreme Court as human rights violation and gender based systemic discrimination that affects women's Right to Life and Livelihood. The Court defined sexual harassment very clearly as well as provided guidelines for students to redress and prevent sexual harassment at college.

PREVENTION OF SEXUAL HARASSMENT:

For the prevention of sexual harassment, a comprehensive Sexual Harassment Policy is required. The institution has constituted ICC (Internal Complaints Committee) for complaints of sexual harassment of women.

Internal Complaint Committee of POSH cell.

An Internal Complaint Committee is formed with senior women professors and members from among girl students. The committee consists of one members from society working for the prevention of crimes against women. Complaints can be given to any member of the Committee.

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AND TECHNOLOGY**


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COLLEGE OF ENGINEERING AND TECHNOLOGY

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Kinathukadavu, Coimbatore - 642 109.



WOMEN EMPOWERMENT POLICY

Goals and Objectives:

- To provide counselling to the female students.
- To give awareness programmes on legal rights and various aspects to female students.
- To motivate and work for skill development programmes with positive attitude
- To participate in community development programmes and research programmes.
- To enable them to realize their full potential.

Women Empowerment Cell will consist of (i) Co-ordinator (ii) A lady faculty member from each department (iii) A girl student Co-ordinator as member.

Roles of the Cell:

- To prevent Eve teasing incidents in the campus and college buses.
- To prevent inappropriate behavior towards women staff.
- To prevent improper treatment of girl students.
- To prevent passing of unaesthetic and provocative comments and messages.
- To provide a platform for listening to complaints and redressal of grievances.

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COLLEGE OF ENGINEERING AND TECHNOLOGY

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Kinathukadavu, Coimbatore - 642 109.

- b. The Candidates selected for the position are expected to sign an acceptance letter while receiving the appointment order.
- c. At the time of joining duty, the candidates selected will submit the joining report to the office with the signature of the Principal, along with the following enclosures:
- Relieving letter from the previous employer, if any.
 - DOB Proof/ PAN Card Copy / Address Proof.
 - Original certificates of qualification for verification and experience (if any), with one set of the copies of these certificates.
 - Three copies of the candidates colour photograph.

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ACET POLICY STATEMENT

4	POLICIES ON STUDENT AFFAIRS
	Admission Policy
	Code of Conduct for Students
	Hostel Rules and Regulations
	Scholarship Policy
	Policy for Persons with Disabilities
	Internship Policy
	Alumni Policy



AKSHAYA



COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)
Kinathukadavu, Coimbatore - 642 109.

Admission Policy

In order to make it convenient for the students seeking admission to Akshaya College of Engineering and Technology, the college adapts common policies and procedures. Policies enumerated here are strictly followed. There are two Quotas for Admission.

- Government Quota
- Management Quota

Government Quota

Candidates seeking admission for UG Programmes under the Government Quota have to register online application form to 'The Secretary, Tamil Nadu Engineering Admissions, Directorate of Technical Education, Chennai – 25.' Merit list will be prepared by Directorate of Technical Education and the students will be called for counselling as per the merit list. Allotment of colleges & branches will be done in the counselling session.

- The candidates will receive an allotment order at the end of the counselling session.
- These candidates shall meet the Director or Principal of our college with the allotment order.
- The candidates shall fill the College Application Form issued in the college and submit the same along with all the necessary documents, in order to seek admission to the college.

Management Quota

Application for admission to a course should be made only in the Information slip which will be issued in the ACET Office.

- Information slips should be handed over to the Admission Officer along with a photo copy of the mark sheet of qualifying examination attested by a Gazetted Officer.
- All students shall fill application form for the Common Entrance Examination to be conducted by the "Association of Management of Coimbatore Anna University Affiliated Colleges".
- These candidates shall meet the Director or Principal of our college with the call letter.
- The candidates shall fill the College Application Form issued in the college and submit the same along with all the necessary documents, in order to seek admission to the college.



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COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-An ISO 9001:2015 Certified Institution)
Kinathukadavu, Coimbatore - 642 109.

Note: If any candidate is found to have secured admission by fraudulent methods like presentation of forged certificates, cheques etc., he/she will be dismissed from the college at any time during the course and will forfeit the entire fees paid.

Under Graduate (UG) Programmes

- B.E. Civil Engineering
- B.E. Computer Science and Engineering
- B.E. Electronics and Communication Engineering
- B.E. Electrical and Electronics Engineering
- B.E. Mechanical Engineering
- B.E. Mechatronics Engineering
- B. Tech. Artificial Intelligence and Data Science
- B. Tech. Computer Science and Business Systems

Post Graduate (PG) Programmes

- M.E. Structural Engineering
- M.E. VLSI Design
- M.E. Computer Science and Engineering

Research

- Ph.D. Faculty of Information and Communication Engineering (ICE)



AKSHAYA



COLLEGE OF ENGINEERING AND TECHNOLOGY

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Kinathukadavu, Coimbatore - 642 109.

Eligibility Criteria for B.E / B.Tech Degree Courses

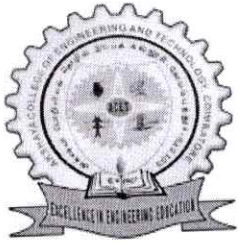
S.No.	Community	A Pass with Minimum average Marks in related subjects put together [HSC ACADEMIC / VOCATIONAL]	Lateral Entry- Overall Percentage of Marks obtained by the Candidate from 1 st semester to 6 th semester
1	General Category	45%	45%
2	Backward Class including Backward Class Muslims	40%	40%
3	MBC & DNC	40%	40 %
4	SC/SCA/ST	40%	Mere pass in the qualifying examination for Diploma examinations as stipulated by the State Board of Technical Education and Training, Tamilnadu/ B. Sc Degree examinations/ Equivalent

Eligibility Criteria for M. E / M. Tech Degree Courses

S.No.	Community	Minimum average marks in the Pre-Final and Final semesters put together or Final Years
1	General Category	50%
2	SC/SCA/ST	45%

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Akshaya College of Engineering and Technology Coimbatore – 642 109

12.11.2011

CODE OF CONDUCT FOR STUDENTS

The college is an institution of learning and teaching and strives to maintain a climate of respect, sensitivity, and courtesy. Students joining the Institute are bound by the rules and regulations of the Institute.

1. Every student shall wear clean, neat and formal dress. Casual wear such as T-Shirts, shorts and jeans are not allowed during working days.
2. During class hours, a student cannot go out of the classroom without the permission of the teacher concerned.
3. The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.
4. The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
5. Late comers are forbidden from entering the classrooms.
6. They must get prior permission for leave, participating in Competitions, Internship, Industrial visits or any other events.
7. Students shall maintain discipline and silence while moving from one classroom to another or get out of the classroom or while crossing in corridors.
8. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
9. Defacing the blackboards or walls will be severely dealt with.
10. Students are instructed to switch off the fans and lights while leaving the class room.
11. Students are instructed to use dustbin to keep the campus green and clean.

12. Students should handle the furniture and other properties with care. Damaging institute property is breach of discipline. Damage fee will be collected for any damage caused by the students knowingly or unknowingly.
13. Students should stay away from anti social activities. They are forbidden from conducting and attending political meetings within the institute campus.
14. Students should be polite and respectful towards others, instructors and other students.
15. Students should wear their identity cards inside the campus daily.
16. Students should remove their shoes outside the computer labs before entering and shut down the computers before leaving the lab.
17. Students are not permitted to circulate any printed materials or pamphlets without permission from Principal.
18. Ragging in any form is a serious offence and it will be dealt with severely.
19. Visitors are not allowed to meet the students in the classrooms.
20. Students should not leave their books, valuables and other belongings in the classroom.
The institution will not be responsible for any loss.
21. Fees once paid are not refundable.
22. Engaging in behavior that disrupts or interferes with the learning experience, including talking in class while the faculty member or other students are speaking, using offensive language or personal attack, creating distractions or disturbances, sleeping, and reading unrelated materials will be dealt with severely.
23. Copying during a test or allowing another student to copy during a test will be treated as a serious misconduct and suitable action will be taken as per the guidelines stipulated by the Anna University.
24. Accessing computerized College records or systems without authorization will be dealt with severely.
25. Smoking and consumption of alcohol in the Institute premises or entering the institute premises after consuming alcoholic drinks are strictly prohibited.
26. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited. Bike race / motor car race or similar activities will not be permitted inside the campus.

27. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
28. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
29. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
30. Students applying for certificates, testimonials, etc. which requires the HOD and Principal signature on any kind of document or application should first contact the Institute office.

K. Fathima Fathima
PRINCIPAL
PRINCIPAL
AKSHAYA COLLEGE OF ENGINEERING AND TECHNOLOGY
BAGAVATHYIPALAYAM ROAD
KINATHUKADAVU
COIMBATORE-642 109



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COLLEGE OF ENGINEERING AND TECHNOLOGY

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Kinathukadavu, Coimbatore - 642 109.



Dr.K. Sivasankari, M.E., Ph.D.,
Principal

06.02.2023

RULES AND REGULATIONS COMMON TO BOYS AND GIRLS HOSTEL

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels. Students must remember that hostel is the home of the student, and therefore, he/she should behave in the hostel as well as outside in such a manner as to bring credit to him/her and to the Institution. Every student must be acquainted with all the rules and regulations of the Hostel. He/she must observe them strictly. Ignorance of rules will not be considered as an excuse.

1. Boarders during their stay in the hostel will be governed by the hostel rules.
2. No boarder will enter rooms of other boarder without permission.
3. Ragging is strictly prohibited in any form.
4. Consumption of alcoholic, narcotic drugs or any intoxicating substance in the hostel premises is strictly prohibited.
5. Keeping any unlawful thing, unauthorized property and unauthorized guests in room is not allowed.
6. No person/guest shall be permitted to stay overnight in the hostel.
7. No male (even father) is allowed to enter at the girl's hostel.
8. Boarders are responsible for the safekeeping of their valuables, and they should take proper care of all their belongings.
9. Boarders should handle hostel equipment, furniture, mess property carefully, and not abuse or tamper with it. If so, then applicable fine will be charged by the hostel management.
10. Use water and electricity judiciously. If fan, bulb, tube lights, etc., are left on unnecessarily, boarders will be fined.
11. Every case of illness and accident must be reported immediately to the warden/hostel authorities. The staff/supervisor will accompany the boarder to the hospital.
12. No function or celebration shall be organized inside hostel premises without written permission of Hostel In charge/ Warden.
13. Any boarder suffering from contagious disease will not be allowed to stay at hostel.
14. Submission of fitness certificate is must for all the boarders.
15. Boarders need to carry their mask, sanitizer, and medicines with them as essential belongings during the period of pandemic.
16. All matters relating to differences among boarders and complaints arising thereof (including theft) shall be brought to the notice of the hostel management. No police complaint will be lodged by the boarders before taking prior permission from the hostel management.



AKSHAYA



COLLEGE OF ENGINEERING AND TECHNOLOGY

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Kinathukadavu, Coimbatore - 642 109.

17. If any dispute or grievance arises among the hostel dwellers, roommates or flat mates with use of abusive and threatening language, physical fights, and such boarder will be punished by immediate expulsion from the hostel.
18. Hostel management may allow the boarder to change his/her room under occupancy at the end of academic year or as found necessary.
19. Playing music/record player etc. loudly to cause disturbance to others is not allowed.
20. Hostel Charges should be paid by the boarder in yearly basis.
21. The outside visit time on Tuesday and Thursday is between 4:30 PM to 6:00 PM only.
22. The outside visit time on Sundays is 09:00 AM to 5:00 PM or a maximum time of 8:00 hours in the particular day. For early departure permission of parents is a must. In and out timing will be decided by the management for every semester.
23. In case of emergency, boarders are allowed to go out with the permission of parents and by submission of an application to the Hostel Warden. Without making proper entry boarders can't go outside the hostel at any point of time.
24. Day scholars are not allowed to enter the hostel.
25. If any boarder is staying back in the hostel during class hours due to some health issues, he/she has to give an application to the respective coordinators mentioning his/her parents contact number in the application for one day. He/she should go to their respective home for treatment, if health issues persist for more than two days.
26. Garbage should only be put in the garbage box available in the hostel.
27. Keeping the room clean is the responsibility of all the in-mates.
28. For any issues related to hostel and hostel dweller, Hostel In charge/Warden will talk to parents of the boarder. Any interference from brother, sister, relatives and friends will not be allowed in the matters concerning the hostel.
29. The boarder must enter the complaint if any into the complaint register.
30. Timing to meet Hostel Warden is 09:00 PM - 10:30 PM in evening daily. Time is not a constraint for any emergency.
31. On working days, all students should leave the hostel before 08:30 am. Hostel main gates will be closed during working hours from 08:35 AM to 04:10 PM; students who arrive in late to the classes will be marked absent for whole day and no student is allowed to enter or from where at any situations.
32. Surprise Visit in hostel room can be happened at any time on any day. Any ignorance of rule will not be entertained by the Management.
33. Marking attendance of boarders in attendance register is must on daily basis.
34. Discipline is a state of mind. The attitude that violates rules and regulations will not be tolerated. Students are solely responsible for their personal conduct. Strict action will be taken against any indiscipline in the Hostel.
35. Request for hostel leaving in mid-session cannot be allowed. Full hostel fees will be charged for the whole academic year as applicable. One-month prior notice in written is



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COLLEGE OF ENGINEERING AND TECHNOLOGY

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Kinathukadavu, Coimbatore - 642 109.

- must for permanent exit from hostel in any case which is subject to approval. Full fee will be charged even if the student is expelled or relieved from the hostel on account of disciplinary actions.
36. Any modification or revision of hostel fee & hostel rule can be done as and when required by the Management.
37. Hostellers will not be allowed to reside in the hostel during vacation & festive holidays like Pongal, Diwali, etc.
38. Students are informed to strictly adhere to the following timings:

Mess Timings	Study Hours	Visiting Hours
Breakfast - 07:30 am to 08:35 am	09:00 pm to 10:30 pm	Working Days
Lunch - 12:20 pm to 01:05 pm		04:30 pm to 06:00 pm
Tea & Snacks - 04:10 pm to 04:40 pm		Holidays
Dinner - 07:45 pm to 08:45 pm		10:00 am to 06:00 pm

* Mess timings will be followed strictly as per the schedule mentioned in the mess time table.

*During CIA and UNIVERSITY EXAMS, study hours will be extended from 08:30 pm to 10.30 pm.

ACCOMMODATION POLICY

a. Purpose

The purpose of this policy is to provide information, and also to offer the desired academic environment; protect and secure room occupants. These rules also been established in order to reduce excessive wear and damage to facilities and to effectively administer the use of the facilities.

b. Hostel Fees Deposit

The hostel fee shall be paid by the student wishing to be resident prior to the beginning of that session or according to the notice issued by the accounts department of the Institute. This amount deposited by the student is for the purpose of reserving a room for the student. The hostel fees are non-transferable.

Contact Account section of ACET, Coimbatore for complete detail. The hostel charges are subject to changes/revised after a period as decided by the ACET administration.

c. Refund

The policy on refunds provides "Refunds" regarding hostel fees and there shall be no refund in this regard. A resident who is suspended or expelled by the ACET authority



AKSHAYA



COLLEGE OF ENGINEERING AND TECHNOLOGY

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Kinathukadavu, Coimbatore - 642 109.

or removed from a hostel for reasons of improper conduct or violation of policy for the hostel or ACET regulations is not entitled to any refund. The decision of management will be final and binding.

d. Cleanliness Responsibility

i. Students are responsible for the cleanliness of their rooms and are expected to maintain cleanliness.

ii. Students are expected to leave the rooms clean when moving out of the hostel. A fee will be charged when cleaning is necessary for the next tenant to move in, if needed. For health and facility care reasons, ACET reserves the right to authorize inspection of student rooms. There will be periodic random inspections of the rooms and bathrooms to ensure that the standard of cleanliness is being kept.

iii. Neither cooking nor possession of cooking apparatus is permitted in rooms, and food should be stored in such a way as not to attract insects.

e. Damage Responsibility

i. Damages to a room or its contents should be reported immediately the Hostel Warden in written so the necessary repairs can be made. Failure to do so may result in damage charges.

ii. Excessive damage to furnishings and equipment will be charged to those found responsible.

iii. If the identity of the person(s) at fault cannot be determined, the cost of repairing or replacing the damaged or stolen property in a common area will be divided among residents of the living area.

f. Vacation Residence

Those individuals residing in hostel during the vacation are subject to all institute policies, procedures, rules and regulations.

g. Canteen

i. No one is allowed to go inside the canteen without the permission of the Canteen authority.

ii. No food preparation is permitted in rooms.

iii. No food will be served after the specified hours.

h. External Guest and Visitation Privileges

i. All guests must abide by the Student Standards of Conduct.

ii. Visitors are only permitted during Visitors time in the Visitors room at hostel.

iii. No guests are permitted to stay overnight in hostel.

iv. Visitation and guest policies remain in force during holiday, exam, and camping periods. Failure to comply with these policies may result in termination of the housing privileges and/or further judicial action, including suspension or dismissal.



AKSHAYA



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i. Locking Hours

The main entrances of the hostel will be locked at 9:00 PM every night. Entrances in all residence area are unlocked at 6:00 AM each morning.

j. Quiet Hours

i. Quiet and consideration hours have been established as a necessary part of community life in order to provide residents with the opportunity for adequate study and rest. The policy has been created to encourage a sense of community responsibility and to demonstrate consideration for all residents.

ii. Quiet hours are in effect from 9:00 PM to 6:00 AM every day.

iii. All residents are expected to refrain from causing any noise or disruption that would infringe on the rights of fellow students to study, sleep or to have his/her quiet time.

iv. Stereos and other forms of noise are not to be heard outside of the room for which they are intended so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student's room.

v. Activities such as shouting, serenading and playing loud games in the lawn areas outside the residence area are not permitted during quiet hours.

vi. Repeated complaints about noise from a particular room or person will be investigated and could result in eventual fining or expulsion.

k. Hostel Meetings

i. Meetings of Hostel representatives with Hostel management committee should hold at least once in every month.

ii. Extra meetings may be called to address issues during the course of the semester.

l. Thefts

All students should take precautions against thefts. Most thefts that occur in the residential units occur as crimes of opportunity when students leave their room with the door unlocked or leave their belongings unattended. Most thefts can be prevented by eliminating these situations. If a theft does occur, students should report it immediately.

m. Drug, Alcohol and Tobacco Policy

The following guidelines will be followed:

i. ACET is a smoke-free, alcohol-free and drug-free college.

ii. No one under the influence of alcohol, illegal drugs or narcotics is allowed in the hostel or on campus.

iii. No one shall own, possess, use, transport, distribute, manufacture or sell any illegal or controlled substance as defined by the Narcotics Department of India.

iv. Medication prescribed and used according to directions by a registered physician is permitted.



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v. The possession of or the use of illegal drugs, alcoholic substance, narcotics or tobacco is forbidden on or off the college campus.

vi. Anyone who comes to the campus or hostel premises under the influence of alcohol or any illegal substance will face disciplinary action and possible expulsion.

K.S.J.
5/2/23

**Dr. K. SIVASANKARI M.E., Ph.D.,
PRINCIPAL**

**Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.**



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HOSTEL RULES- BOYS

RULE No:01	All students should leave the hostel before 08:40 AM . Hostel main gate will be closed by 09.00 AM .
RULE No:02	Main gates will be closed in working hours from 09:00AM to 04:25PM ; students who arrive in late to the classes will be marked absent for whole day no student is allowed to enter or exit at any situations.
RULE No:03	Students must lock their rooms and cupboards safely . If anything is lost or missed, the management is not responsible.
RULE No:04	Out pass will be given from 09:00PM to 10:00PM . (apart from this timing, out pass will not be provided.) In case of emergency only, out pass will be provided to the students with proper intimation from concerned department.
RULE No:05	Without permission letter students will not be allowed to go home on working days .
RULE No: 06	All students are informed to get inside hostel before 09:00 PM . Students will not be allowed after 9.00 PM.
RULE No: 07	Students should utilize the study hours from 09:00PM to 10:30PM . Students should maintain silence, discipline and finish their academic works during the study hours. If any misbehaviour of the student is found, it will be informed to the concerned departments. Mobile phones and electronic gadgets are restricted during study hours. If they are ceased they will never be returned.
RULE No: 08	During CIA and UNIVERSITY EXAMS study hours will be extended from 8.30PM to 10.30PM.

KS
10/8/22

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RULE No: 09	Outside foods are not allowed inside hostel; Students can use food court but the parcels should be disposed properly.
RULE No: 10	Mess timings will be followed strictly as per the schedule mentioned in the mess time table.
RULE No: 11	All students should maintain discipline inside hostel. Damaging hostel property and wasting water/electricity are punishable. Strict actions will be taken by disciplinary committee.
RULE No: 12	Hostel students are not permitted to stay outside without proper vacation. Hostel fee will be added for them till proper vacation.
RULE No: 13	The visitors should have the visitor's card with photo affixed and signed by the warden, when they call on their wards.
RULE No:14	Smoking, consuming any intoxicant and playing cards are strictly prohibited inside the college campus and in hostel. If any student is found involving in any of the above abnormal activities he will be dismissed from the hostel immediately without any enquiry.
RULE No:15	Day scholar students are not permitted to enter the hostel at any time.
RULE No:16	Students should not arrange any function or meeting within the hostel or outside or within the college campus, without prior permission of the Principal and Warden.
RULE No: 17	Abnormal activities of any nature causing disturbance to neighbors should not be carried out in the rooms.
NOTE:	STUDENTS WHO VIOLATE HOSTEL RULES WILL NEVER BE PERMITTED TO STAY IN THE HOSTEL.

KS
10/8/22

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HOSTEL RULES - GIRLS

RULE No:01	All students should leave the hostel before 08:40 AM . Hostel main gate will be closed by 09.00 AM .
RULE No:02	Main gates will be closed in working hours from 09:00AM to 04:25PM ; students who arrive in late to the classes will be marked absent for whole day no student is allowed to enter or exit at any situations.
RULE No:03	Students must lock their rooms and cupboards safely . If anything is lost or missed, the management is not responsible.
RULE No:04	Out pass will be given only on Sundays. Only in case of emergency, out pass will be provided to the students with proper intimation from concerned department.
RULE No:05	Without permission letter students will not be allowed to go home on working days .
RULE No: 06	All students are informed to get inside hostel before 6.00 PM.
RULE No: 07	Students should utilize the study hours from 09:00PM to 10:30PM . Students must maintain silence, discipline and finish their academic works during the study hours. If any misbehaviour of the student is found, it will be informed to the concerned departments. Mobile phones and electronic gadgets are restricted during study hours. If they are ceased they will never be returned.
RULE No: 08	During CIA and UNIVERSITY EXAMS study hours will be extended from 8.30PM to 10.30PM.
RULE No: 09	Outside foods are not allowed inside hostel ; Students can use food court but the parcels should be disposed properly.
RULE No: 10	Mess timings will be followed strictly as per the schedule mentioned in the mess time table.

KS
10/8/22
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RULE No: 11	All students should maintain discipline inside hostel. Damaging hostel property and wasting water/electricity are punishable. Strict actions will be taken by disciplinary committee.
RULE No: 12	Hostel students are not permitted to stay outside without proper vacation. Hostel fee will be added for them till proper vacation.
RULE No:13	The visitors should have the visitor's card with photo affixed and signed by the warden, when they call on their wards.
RULE No:14	Day scholar students are not permitted to enter the hostel at any time.
RULE No:15	Students should not arrange any function or meeting within the hostel or outside or within the college campus, without prior permission of the Principal and Warden.
RULE No:16	Girl students are not allowed to go out of the hostel after 6.00 pm. However, they are permitted to go out during holidays between 10.00 am and 6.00 pm, after getting the prior permission from the warden and signing in the register kept for the purpose.
RULE No: 17	Abnormal activities of any nature causing disturbance to neighbors should not be carried out in the rooms.
RULE No: 18	If a student is sick for more than a day, parents should take her home. They will be permitted only after the complete recovery.
RULE No: 19	Students will be allowed for outing only on Sundays. First year students are not allowed for outing. Second year students will be permitted once a month and Third year students will be allowed twice a month with proper permission from parents. The outing time is from 9.00 AM to 4.30 PM.
NOTE:	STUDENTS WHO VIOLATE HOSTEL RULES WILL NEVER BE PERMITTED TO STAY IN THE HOSTEL.

K.S.D.
10/8/22

**Dr. K. SIVASANKARI M.E., Ph.D.,
PRINCIPAL**

**Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.**

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, COIMBATORE - 642 109.

10.06.2020

Scholarship Policy

Akshaya Charitable Trust have been providing financial assistance to deserving students who get admitted into the first year B.E. programme. Akshaya Charitable Trust will provide “Akshaya merit scholarship” to such students for the academic year 2020-2021 also.

They will continue to get the scholarship every year, till the completion of their course.

The Akshaya merit scholarship will be provided to students upon fulfillment of any one of the following requirements during admission.

1. A good cut-off score in their HSC examination
2. A good overall percentage of marks in their diploma study
3. Meritorious sports achievements

A scholarship holder under this scheme can avail any other scholarship/stipend offered by any organization.

The Akshaya merit scholarship will be awarded under the following category for the academic year 2020-2021.

Fee Waiver		+2 Students (CUT – OFF)	Sports Quota
Tuition Fee	Hostel/Bus fee		
100%	100%	181 & above	National Level
100%	75%	171-180	State Level
50%	25%	151-170	Divisional Level
25%	25%	121-150	District Level

AKSHAYA CHARITABLE TRUST

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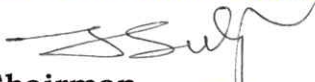
Fee Waiver		Diploma
Tuition Fee	Hostel/Bus fee	Cumulative marks in all semester (%)
100%	50%	81 & above
75%	50%	61-80
50%	25%	51-60

Also, the meritorious students based on their CGPA score out of the end semester university examination results will receive scholarship monthly, as in the previous academic years. Students who qualify based on the revaluation results would also receive the monthly scholarship.

The category for monthly scholarship is given below.

Result of end semester examination in CGPA	Scholarship Amount
9.0 CGPA	Rs.2000/-
8.5 CGPA – 8.99 CGPA	Rs.1000/-
8.0 CGPA – 8.49 CGPA	Rs.500/-

For AKSHAYA CHARITABLE TRUST


Chairman Chairman

For AKSHAYA CHARITABLE TRUST


Managing Trustee Managing Trustee

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, COIMBATORE - 642 109.

04.03.2019

Scholarship Policy

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3. Meritorious sports achievements

A scholarship holder under this scheme can avail any other scholarship/stipend offered by any organization.

The Akshaya merit scholarship will be awarded under the following category for the academic year 2019-2020.

Fee Waiver	+2 Students (CUT - OFF) PCM %	Diploma Cumulative marks in all semester (%)	Sports Quota
Fee waiver includes Tuition, Hostel (Room rent & food)/Bus			
100% Fee Waiver	95 & Above	95 & Above	National Level
100% Tuition fee + 50% Hostel/Bus fee Waiver	90-94	90-94	State Level
50% Fee Waiver	85-89	80-89	Divisional Level
25% Fee Waiver	80-84	70-79	District Level

AKSHAYA CHARITABLE TRUST

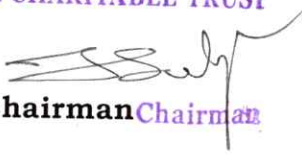
Bagavathipalayam Road, Kinathukadavu, COIMBATORE - 642 109.

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For AKSHAYA CHARITABLE TRUST


Chairman

For AKSHAYA CHARITABLE TRUST


Managing Trustee

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date :

26.08.2010

POLICY FOR PERSONS WITH DISABILITIES

The policy "Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1996 enacted by the Government of India prohibits discrimination against individuals with physical and mental disabilities. We at Akshaya College of Engineering and Technology (ACET) is also against all kinds of discrimination on any grounds including disability. ACET under this policy identifies the following as the solutions to ensure the above.

- To provide an inclusive teaching and learning environment in which disabled students and staffs are not made worried or treated unfavorably.
- To ensure that all the authorities of the institution are in a position to extend a helping hand towards the differently abled and treat them equally without any bias.
- To create barrier free environment with necessary ramps for persons with disabilities to move around easily and to provide special provisions for them to make their stay in the campus comfortable.
- To provide necessary signage including display boards and signposts for the easy identification of different facilities inside the campus.
- To arrange for scribe facility for students who require human assistance during examinations and academic activities.
- To provide separate toilets for students and staffs with disabilities. They are identifiable and accessible.
- To provide necessary facilities as per the Government guidelines as and when required.

For AKSHAYA CHARITABLE TRUST


Chairman

Chairman

For AKSHAYA CHARITABLE TRUST


Managing Trustee

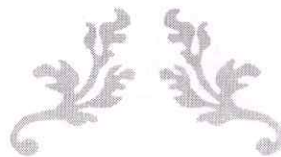
Managing Trustee



AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

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ACET INTERNSHIP POLICY

AKSHAYA COLLEGE OF ENGINEERING AND TECHNOLOGY



KINATHUKADAVU
COIMBATORE - 642109



ACET INTERNSHIP POLICY

1. INTRODUCTION

The academic curriculum includes internships in industry as an unaudited exercise during winter and summer vacation. Since the academic curriculum is governed by affiliating university and the institution is a non-autonomous one, the internship is unaudited. According to the internship's general framework, students must complete a brief, immersed project within the designated organisation. The internship gives the students an opportunity to obtain practical experience on industry or organisations, to apply the knowledge and skills they have learned in class, to network with professionals and other interns and to hone their presentation, writing, and communication skills. Internship often acts as a gateway for placement to many students. The internship will make the students to get real time industry experience and exposure, exploring the career opportunities, add values, skills, and experience to their CV and learn company culture.

2. OBJECTIVES

Industrial internships are career development opportunities in a particular field of the intern. They are structured, short-term, supervised tasks with articular timescales. Internships are paid, non-paid, compensated or non-compensated according to the procedure of the company. Both the industry and intern are benefited.

Following are the intended objectives:

- To expose the students to industrial environment which cannot be simulated in the classroom and gain existing engineering knowledge in industrial situations.
- To provide students the technical skills required for professional career.
- To comprehend how social, environmental, economic and administrative factors affect workplace dynamics.
- To expose students to the engineer's responsibilities and ethics.
- To become familiar with the organizational structures of various sectors and to develop teamwork skills.
- To gain experience in all types of professional communications (viz. pre- internship applications, during internships people skills and documentation skills and post internship reports/projects writing skills).
- To show how the internship has impacted their professional and lifelong learning.
- To provide the linkages of future job/research opportunities to students in the organization.


T. SUBRAMANIAN
CHAIRMAN

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109


Dr. K. SIVASANKARI M.E., Ph.D.,
PRINCIPAL
Akshaya College of Engineering and Technology
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3. BENEFITS OF INTERNSHIP

Benefits to the Industry

- Availability of ready to contribute candidates for employment.
- Internship enhance a company's social strategy and presence.
- Year-round source of highly motivated pre-professionals.
- Students contribute fresh viewpoints to the solution of problems.
- The availability of qualified candidates for projects and temporary or seasonal positions.
- Freedom for industrial staff to pursue more creative projects.
- Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.
- By supporting the educational enterprise, employers can improve their reputation in the neighborhood.

Benefits to Students:

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting before the intern begins his/her career.
- Amazing chance to observe how the concepts gained in classes are used in real-world situations. More professional experience is gained through on-the-job training, which is frequently more valuable than classroom instruction.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Students get an opportunity to enhance communication and leadership skills.
- Interns get an exposure to the field of interest and various organisations to explore career possibilities and places to work.
- Through the assignment of tasks and mentoring of the internship program, interns can advance the skill set, develop new ones and test what have been already learnt.
- Opportunity to meet new people and learn from their experience.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating network and social circle and developing relationships with industry people.
- Provides an opportunity to evaluate the organization before committing to a full-time position.

T. SUBRAMANIYAN
CHAIRMAN

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4. GENERAL INTERNSHIP GUIDELINES

- An internship is always more helpful than a college project since it gives the interns the chance to learn how business operate, make new friends, expand their network, and most importantly work on actual tasks that are carried out by the company. Students are sent on internships during the winter/summer vacation while second/third/final year B.E. programme.
- An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- While a student signs up for an internship at a very large organisation, he is advised to take advantage of the chance to shadow employees in each area to learn about the work that is done there with a focus on employment opportunities.
- Attitude and mindset play a great role in the learning process. Internships guide the students tackle all kind of work environment without any hesitation. Students are advised to attempt all tasks given to them with fervor and dedication.
- Interns are advised to avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- Interns are advised to be inquisitive and try to gain maximum knowledge and exposure.
- Interns are advised to choose a capable mentor within the organisation and take the initiative to start new projects where they may have a positive impact on the business.
- Interns will learn to familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- The interns are advised to maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns are advised to view an internship as a bridge between college and the workplace.

5. FRAMEWORK FOR INTERNSHIP

S.No.	Suggested Schedule	Suggested Duration (In weeks)	Activities
1	Summer/winter vacation after 4 th /5 th Semester	4-6	Industrial/Govt./ NGO/MSME/ Rural Internship
2	Summer/winter vacation after 6 th Semester	4-6	Industrial/Govt./ NGO/MSME/ Rural Internship
3	8 th Semester	3-4	Project work

T.SUBRAMANIYAN
CHAIRMAN

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109

PRINCIPAL

Dr.K.Sivasankari

Dr. K. SIVASANKARI M.E.,Ph.D.,
PRINCIPAL

Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.

BYLAWS

1. Name of the society: ACET ALUMNI ASSOCIATION
2. Date of joining: 25.03.2020
3. Jurisdiction of the society: THE REGISTRAR OF SOCIETY
4. Address of the office: Akshaya College of Engineering and Technology
Kinathukadavu P.O, Coimbatore-642109
5. Office working hours: 9.00 am to 4.45 pm

6. AIMS OF THE SOCIETY:

- a) To create a sense of brotherhood, cooperation, mutual harmony, love and affection amongst the members and also amongst the general public.
- b) To promote general advancement of science and technology and create a forum to bring together and facilitate the exchange of information amongst its members and to have a firm link between Alma mater and its members.
- c) To encourage, regulate and elevate the technical and general knowledge of its members engaged in profession or about to engage in profession.
- d) To aid financially backward students by way of scholarships.
- e) To help poor students in studies by way of free coaching, counseling, etc.,
- f) To establish, run research centres & model training centers for the benefit of the members.
- g) To establish chapter of the Association to serve the member in a better manner and make them enjoy the benefits of the Association,
- h) To accept donations, grants, presents, gifts and other offerings in the shape of movable and / or immovable properties for the attainment of the aims & objectives of the association.
- i) To run a library for members and students.
- j) To purchase or acquire the land and /or the building in the name of the Association for the upliftment and fulfilment of the aims and objectives of the Association.
- k) To do such other things/acts/activities which are necessary and which may be incidental or conducive for the attainment of the aims of objectives of the Association.

Dr. J. JAYA, M.Tech., Ph.D
PRINCIPAL

Akshaya College of Engineering And Technology
Kinathukadavu, Coimbatore - 642109

l) All the incomes, earning, movable/ or immovable properties of the association shall be solely utilized and applied towards the promotion of the aims and objectives only as set forth in the memorandum of the association and no profit here of shall be paid or transformed directly or indirectly by way of dividends, bonus, profits or in any person claiming through any one or more of the present or the past member of the association. No member of the association shall have any personal claim on any movable or immovable properties of The Association or make any profits, whatsoever, by virtue of this membership.

m) The Society will not act with profit and political motives.

7. The president will be the authorized official for all the action taken under the court of law on behalf of the society.

8. ELIGIBILITY OF THE MEMBERS:

All the students of the ACET who come out after the completion of their prescribed course shall become the life member of the association.

9. ADMISSION FEES & SUBSCRIPTION:

1 The admission fee and life membership subscription shall be as under unless otherwise revised by the governing body of the Association.

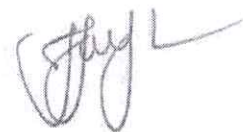
1. Each member shall pay Rs. 250/- (Two hundred and fifty only) as admission fee.
2. Any other fee or subscription, whether life term or periodical, may be charged on the recommendation of the governing body and on the approval of the general body in the interest of the association.

10. TERMINATION & CESSATION OF MEMBERSHIP:

The executive committee of the association shall have the power to expel/terminate a member or/and member, from the membership of the association on the following grounds:

1. on death
2. On written resignation
3. If found to be involved in any anti-social activities
4. If adjudged by any court of law to be a criminal offender
5. If found guilty by means of anti-propaganda of the aims and objectives of the association
6. If disregards rules and regulations or disobeys the decisions of the executive committee

The decision of the executive committee regarding the termination shall be communicated to the member concerned.



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11. RESIGNATION BY THE MEMBER:

Those who like to resign from the membership shall apply to the president of the society in writing. Till the executive committee approves the resignation, it will not be considered as resigned. For approving such resignation, there must be consent by more than half of the executive committee members.

12. THE RIGHTS OF THE MEMBERS:

Every member shall have a vote. The practice of appointing a representative on behalf of a member will never be adopted by the executive committee members and this must be carried out in the executive committee meetings.

13. DUTIES OF THE MEMBERS:

All and every member of the association shall

- a) Elect the executive committee of the association,
- b) Attend the general body meeting regularly,
- c) Give the necessary information to the association pertaining to any matter, which is necessary to be known by the association,
- d) Not to indulge in activities, which are prejudicial to the aims and the objectives and/or the rules and regulations of the Association.

14. THE METHODS AND PROCEDURES FOR THE FUNCTIONING OF THE SOCIETY:

The society will be managed by the members of the executive committee. The period of the executive committee will be for two years. The general body of the society will elect the executive committee members with its majority members support once in two years.

15. THE EXECUTIVE COMMITTEE:

There shall be 11 members in the executive committee. The period of the executive committee will be for two years. After two years, new executive committee members shall be elected by the general body. Those who like to continue the executive committee membership can stand as a candidate for election of the new executive again in the general body. None will be allowed to continue as an executive committee member without being elected by the general body. If there may arise any vacancy of the office bearers, the executive committee itself has got the power to nominate an executive committee member to such a post and such a person will continue his/her post till the date of next election.



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The composition of the executive committee shall be of eleven members

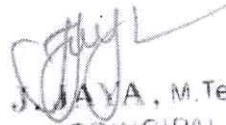
- a) President
- b) Vice-president
- c) Secretary
- d) Joint secretary
- e) Treasurer and
- f) 6 executive committee members (02 posts reserved for lady members)

16. THE ACTIVITIES OF THE EXECUTIVE COMMITTEE:

- 1) The executive committee meetings shall be held at least once every three months. A notice before those days' shall be sent to the executive members for information. The old executive committee members after their elected period and after the elections are completed, should hand over all the records and properties of the society to the new executive committee office bearers. All the properties concerned to the society will be in control of the executive committee. According to the resolution of the general body, the executive members should function on behalf of the society without any remuneration. For the expenses incurred on behalf of the society, they can receive them from the funds of the society.
- 2) The executive committee meeting may be called on emergency by giving 24hours short notice but the quorum for the urgent meeting shall be $2/3^{\text{rd}}$ of the total strength of the executive committee.

17. THE RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:

- 1) The aims of the society detailed in the documents should be executed.
- 2) To take necessary action against the members who act against the rules and the aims of the society.
- 3) To verify and inspect all the accounts of expenses which were spent for the purpose of the society.
- 4) To prepare the annual receipts and expenditure statements and submit it to the general body.
- 5) To bring over amendments from the present by-law and if necessary, they must be furnished for the approval of the general body and only then they can be executed.
- 6) The executive committee may appoint a sub-committee as an advisory committee and the principal of ACET and a representative from the Management be the members of the sub-committee.
- 7) The Managing Trustee will be the chief patron, chairman will be patron and the principal of the college the co-patron. Apart from the above personalities, the executive committee may also appoint one or more eminent personalities from the public to the Advisory Board. Such personalities, the principal and the representative of Management need not be the members of the association. The members of the sub-committee shall have no voting right in any meeting and they can attend any meeting only on invitation, to give valuable suggestion and guidelines and their suggestion and guidelines are only of supporting nature and not binding on the executive committee or General body.


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18. THE DUTIES OF THE OFFICE BEARERS:

1. PRESIDENT:

- a) The president shall preside for all of the Executive Committee Meetings as well as the General body Meetings at all times.
- b) The President, on behalf of the society, only can file any suit before the court of law.
- c) If any case to be filed against the Society, should be made only on the advice of President and the entire responsibility of such cases will be lying on the President.
- d) The President shall look after the administration work of the office and the duties of the executive members.
- e) The President will have the power to take any action upon the Administrative servants, if they commit any offence or act against the rules of the Society, for this President shall get the prior consent from the Executive Committee.
- f) If there are any subjects arising for voting, and if there are equal votes on both sides, the President can give his casting vote and arrive at a decision.
- g) Whenever the president is unable to act on the function of his office, he can give his power to the Vice president to act on his behalf.
- h) The President has got the power to select the office Staff for the administration purpose.
- i) The president is the only person who has got the entire powers on the actions of the Society.
- j) The money received for the Society' should be remitted into any of the Nationalized/Scheduled Banks wherever the accounts must be opened. The opening of the Accounts with any Bank and to operate the accounts on any manner will be bound by SECRETARY & TREASURER on joint Signatures.
- k) The President shall have the power to spend Rs.2000 /- for the purposes of the society and this should be approved on the next Executive committee meeting.



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2. VICE-PRESIDENT:

- a) The vice president will assist the president in all respects to execute the functioning of the society and give his help.
- b) Whenever the president is unable to attend the office, he should look after his work and at the time of a meeting he should act on behalf of the president, by possessing his seat. He has the power as the president.
- c) When both the president and vice president are unable to attend the work, the executive committee should select any one of the members amongst them to act on the post, and to conduct the meeting.

3. SECRETARY:

- a) Generally all the actions of the society will be governed by the secretary.
- b) Under the control of the president, as per the resolutions of the executive committee, he execute all of the same processes.
- c) He should have all the correspondence on behalf of the society.
- d) He shall discuss with the president from time to time and arrange to hold the meeting and send circulars for such meetings with the information of the agenda and other information on preparation.
- e) The minutes of the general body, the special general body Meetings and the executive committee meetings shall be recorded by the secretary.
- f) Whenever the president is not available, the secretary will discuss with the vice-president and arrange for a meeting giving prior information suitably.
- g) The Secretary shall maintain all the minute books, other registers and records and protect them in his custody at the office.
- h) The Secretary shall execute the resolution passed in the general body, special general body and in the executive committee meetings.
- i) The Secretary will prepare the annual reports, financial statements, receipts etc., and submit them in the general body meeting.
- j) For the improvement of the society and the benefit of the administration, whatever actions needed, may be taken by the secretary with the consent or permission of the president. The secretary has got this right.


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Akshaya College of Engineering And Technology
Kinathukadavu, Coimbatore - 642 109

k) Whenever the treasurer's post is lying vacant, the secretary will be in charge of the treasurer's post, on the consent of the executive committee members and act accordingly. Secretary with the cooperation of the president and the treasurer shall jointly operate the bank accounts.

l) The monthly transactions of the society must be verified and the receipts and expenses statements must be prepared by the secretary and produced at the executive committee meeting and obtain the approval for the same. The statements should be exhibited in the office notice boards for the information of the members.

m) The money received for the society should be remitted into any of the nationalized/scheduled banks wherever the accounts must be opened. The opening of the accounts with any bank and to operate the accounts on any manner will be bound by SECRETARY/TREASURER on joint signatures.

n) Whenever the president is not available, if any important and urgent expenses are to be made, the secretary has got the right to spend up to RS.2000/- and this should be approved by the next executive committee meeting.

4. JOINT SECRETARY:

a) He should assist the secretary in all respects of the activities of the society.

b) He shall look after the duties of the secretary, when he is not available.

5. TREASURER:

a) Treasurer shall collect the admission Fees, Subscription, Other funds and Donations etc., on behalf of the Society and issue the original receipts towards the payments.

b) The maintenance of the proper receipts and vouchers for the receipts and expenses should be carried on by the Treasurer.

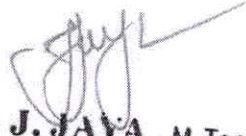
c) The proper details of receipts and expenses should be reported to the meetings held from time to time.

d) The Treasurer shall submit the audited annual income and expenditure statements, through the Secretary to the General Body.

e) The Treasurer shall be casting his signature jointly with the president and the Secretary for the purpose of operating the Bank account.

f) The money received for the society should be remitted into any of the Nationalized /scheduled banks wherever the accounts must be opened. The opening of the accounts with any bank and to operate the accounts in any manner will be bound by SECRETARY & TREASURER on joint signatures.

g) The treasurer will have a minimum cash amount of Rs.2000/- with him for the urgent expenses.


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h) The treasurer shall be properly maintain the dual cash book, showing the actual balance for the day, along with voucher for expense, office accounts, files and other connected records, general ledgers, monthly register etc without any discrepancies. This is the duty of the treasurer.

i) The monthly accounts shall be produced by the treasurer before the executive meeting.

19. SOCIETY'S ACCOUNTS:

Under the Tamil Nadu Societies Registration act. The following account books shall be maintained in writing daily.

a) THE DAILY CASH BALANCE:

The daily income and expenditure shall be written in accounts book and daily cash account be closed, showing the actual balance on that day. The amount exceeding those minimum cash balance, which is permitted by the executive committee, shall be remitted into the bank account.

b) RECEIPT BOOKS:

The Receipt books with its counter foils shall be maintained immediately on receipt of the payment, it should be entered in the original receipt and it's counter foil. The original receipt shall be issued to the remitter.

c) VOUCHERS AND BILLS FILE:

The daily expenditure should be born with necessary vouchers and bills, and this shall be filled into the accounts file by entering the proper serial number for the same.

d) GENERAL LEDGER:

This register shall be properly maintained. This will show the item wise heads for all accounts.

e) MONTHLY REGISTER:


The monthly income and expenditures shall be written as statements in the register.

The treasurer shall verify the accounts, returns and register of the association and a declaration as given below shall be appended to each record of the registrar.

"I declare that the particulars furnished above are true and correct to the best of my knowledge and belief".

20. ACCOUNT OF THE SOCIETY AND ITS AUDITING:

The Association shall prepare a receipt and expenditure account and a balance sheet at the end of each financial year and shall cause them to be audited by a chartered accountant if the annual income or the expenditure exceeds Rs. 10,000 or by two members of the association if the annual income or the expenditure is below Rs. 10,000.


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Kinathukadavu, Coimbatore - 642 109

21. THE DISALLOWED EXPENSES AND METHODS OF SPENDING THE FUNDS

a) No salary or wages shall be paid to any of the members of executive committee members or to any of the other office bearers of the society for any cause.

b) The funds of the society will not be issued as gifts or shares in any profiles.

22. THE PROCEDURES FOR INVESTMENTS OF THE FUNDS OF THE SOCIETY

The funds of the society shall not be deposited with any of the individuals. The Assets of immovable kinds, Tamil Nadu government's loan certificates, central government loan certificate and the national savings certificate can be purchased from the funds, in the name of the society. In case of depositing any amount into the bank, it may be with the scheduled banks as per the bank's act of 1949. The saving bank accounts with the post office may also be opened, and invested Tamil Nadu government's scheme, Loan documents of certificates, the central government scheme of loan documents and other investments prescribed from the time to time by the government are permitted schemes for investment of the funds of the society,

23. THE METHODS FOR LOANS PERMITTED TO OBTAIN THROUGH MORTGAGING THE PROPERTY OF THE SOCIETY

Whenever any of the loan received by the manner of pledging the properties of the society through a registered document, such a copy of the document should be signed by any one of the executive member of the society to the effect that this is certified. Along with this, Form no: 8 shall be filled up and a fee of Rs.100 towards registration fee should be sent to the registrar of societies within one month, of the receipt of such loans. In the case of any properties newly purchased, which is under pledging the same, Form no: 8 must be filled up and sent along with registration fee of Rs.100/- to the registration of societies. And when pledged loans are completely repaid and whenever cancelled, the copy of such documents shall be sent to the registrar of societies along with a fee of Rs.100-only within one month time.

24. THE REPORTS TO BE FURNISHED TO THE REGISTRAR OF SOCIETIES

a) Every year, a declaration of the good functioning of the society shall be submitted to the registrar.

b) The annual accounts statements for every year, on its approval by the general body meeting, shall be forwarded within six months of the completion of the meeting.

c) Whenever the bylaws and sub section of the bylaws are amended for correction, deletions and inclusion should be reported in duplicate within 3 months time.

d) The aforesaid bylaws correction, deletion or inclusions, if any required, they should be passed through a special resolution and this special resolution's copy shall be furnished in duplicate within 3 months time.


Dr. J. JAYA, M.Tech., Ph.D
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Akshaya College of Engineering And Technology
Kinathukadavu Coimbatore-642 109

e) Each and every report shall be furnished separately. For every report, the fee of Rs.100/- shall be sent towards fees.

For every report, it should bear the true copy of the connected resolution for the same.

25. FINANCIAL YEAR OF THE SOCIETY

The society's financial year will be from 1st day of April to the 31st day of March succeeding year.

26. GENERAL BODY MEETING

The general body meeting should be convened once in every year. It should be convened on August 15 of every year.

27. THE POWER OF THE GENERAL BODY

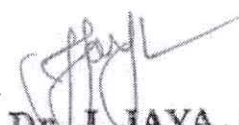
- a) To elect the executive committee members once in two years
- b) To approve the annual accounts placed by the executive committee before the general body.
- c) To approve the annual income and expenditure reports.
- d) To appoint an auditor to audit the transaction and accounts of the society.
- e) To make amendments in by-laws or in the sub section of relevant by-laws for corrections, deletions or inclusions or changes.
- f) To review the appeal petitions by the members and to decide about the cases.
- g) To come to a conclusion, if any of the No-confidence motion against the executive committee or against any member of the executive committee and decide.
- h) To increase or reduce the members subscription or admission fee.
- i) To finalize any other special resolutions brought up by any of the members.

28. SPECIAL GENERAL BODY MEETING

The special general body meeting shall be held on the following lines:

- a) If the executive requires any special permission of the general body in specific matters.
- b) This meeting shall be held if 2/3 of the members wish to convene or 50% of the executive committee members wish to convene to meet. This must be made in writing by such members or the executive members. This application must be addressed to the president or the secretary. On receipt of such an application, the special general body meeting should be convened within one month's time. Otherwise, the members who had sent notice for convening special general body meeting may themselves unite together and send a notice about the date of general body meeting accordingly.

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29. MINUTE BOOK REGISTER

The executive meeting functions and the general body meeting functions will be recorded separately in the minute book. The secretary will take the short notes of the functioning of the meeting during that time and after the ending of the meeting he will show them to the president serially numbered, and register the same in the minute book. The president shall sign in the said minute book. The meetings and the general body meeting should be maintained separately and recorded.

30. ORDINARY RESOLUTIONS

It will be an ordinary resolution if it is approved by the 50% or above members of the general body meeting.

31. SPECIAL RESOLUTIONS

The following activities should be carried out only through the special resolution:

- a) The documentary changes in any manner.
- b) The change in sub sections of the bylaws.
- c) The diversification of the society into two units.
- d) The changing of the name of the society.

32. THE DISTRIBUTION OF THE COPY OF DOCUMENTS OF THE SOCIETY TO THE MEMBERS DULY CERTIFIED:

- a) The bylaws, reports of income and expenditure, property assessment report can be obtained by payment of Rs .20/- for each copy.
- b) The Members, who want to get the copies above, should submit their application to the president or the secretary. They should remit the prescribed fee at the office hours and receive the copy.
- c) The members can always inspect the original minute book records of the general body meeting and executive committee meeting minute records. The members can inspect the registers and other office accounts registers with the permission of the president in the office hour. No fee may be paid for this and the members should not take any copies.

33. THE METHODS OF ALTERATIONS ON THE BYLAWS

If there is any alteration in main by-laws, this should be passed as a special resolution for doing so in a general body or in a special general body meeting.


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Akshaya College of Engineering And Technology
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34. FUNDS OF THE SOCIETY

- a) Collections through members' admission and subscriptions.
- b) Collection of donations.
- c) Subsidy of grants received from the government or from the government institute of any loans.
- d) Collection of deposits.
- e) Incomes derived from the improvements of the society.

35. ELECTIONS


- a) All the members are eligible to stand for the election or to vote.
- b) Those who wish to contest in the elections; they should fill up the application form and submit before 15 days to the president or the secretary.
- c) Those nominations (applications) can be withdrawn within the stipulated time for this purpose.
- d) The final candidates list will be exhibited in the notice board before 5 days at the office. The fifth day should be (i.e) the date of election and the date on which the notice is exhibited (both days must be exclusive) as above.
- e) The election officers will be nominated by the executive committee members and act accordingly.
- f) If there are contestants secret ballot voting will be conducted.

36. LIQUIDATION OF THE SOCIETY

If the society does not find possibility to run the administration and the executive committee peacefully, the general body shall pass a special resolution for the closure of the society or to liquidation the society and execute the same. If there are any assets to the society, these may be transferred to a similar society's accounts. The properties could not be divided amongst the members.

37. GENERAL:

Those things which are not told in the above bylaws will be taken accordingly to the acts of the Tamil Nadu societies registration act of 1975.


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5. IT Policy



INFORMATION TECHNOLOGY (IT) POLICY

- Akshaya College of Engineering and Technology's IT policy exists to create maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established in the college:
- High-technology being innovative and change-oriented with the dedication and full participation of all stakeholders.
- IT policy exists to protect the confidentiality, Integrity and availability of the Information assets that are accessed, created, managed and/or controlled by the college and to Identify and manage the process risk it improve the Information security awareness among the stakeholders.
- Continuous improvement in accordance with the goals of the information security management system complying with ISO.

OBJECTIVES

The objectives for which the IT policy has been established are:

- To ensure proper access to and usage of ACET's IT resources and prevent their misuse by the users. Use of resources provided by ACET implies the user's agreement to be governed by this policy.
- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information. The term "users" shall mean individuals, staff, students, faculty, departments and offices.

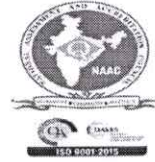
ACCEPTABLE IT DEVICES

- Any computer, peripheral or network capable device connected to campus network must belong to, or be formally registered, or be hosted by Information Technology of Management Service (ITMS).
- ITMS is permitted to restrict access otherwise.

105
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ROLES AND RESPONSIBILITIES

The following roles and responsibilities are envisaged from each entity respectively.

- ACET shall implement appropriate controls to ensure compliance with this policy by their users. Computer Centre shall be the primary Implementing Agency (IA) and shall provide necessary support in this regard.
- Computer Centre shall ensure resolution of all incidents related to the security aspects of this policy by their users.
- Use ACET's IT resources for those activities that are consistent with the academic, research and public service mission of the Institution and are not "Prohibited Activities".
- All users shall comply with existing government telecommunication and networking procedure.
- ACET provides use of scholarly and/or work-related tools, including access to the Library, certain computer systems, servers, software databases and the Internet.
- Users shall not install any network/security device on the network without consultation with the System Administrator.
- CCTV as a tool for security, meets the objective of asset protection, security investigations, providing evidence and deterrence.

ACCESS TO THE NETWORK

Access to Internet and Intranet

- ACET shall maintain two independent networks, i.e. Internet and Intranet. Both the networks shall not have any physical connection/devices between them. End point compliance shall be implemented on both the networks to prevent unauthorized access to data.
- Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may harm the network's performance or security.



Access to ACET's Wireless Networks

For connecting to a ACET's wireless network, user shall ensure the following:

- A user shall register the access device and obtain one-time approval from the competent authority before connecting the access device to the ACET's wireless network.
- Wireless client systems and wireless devices shall not be allowed to connect to the ACET's wireless access points without due authentication.
- To ensure information security, it is recommended that users should not connect their devices to unsecured wireless networks.

MONITORING AND PRIVACY

- Computer Centre or any other Implementing Agency (IA) shall have the right to audit networks and systems at regular intervals, from the point of compliance to this policy.
- Implementing Agency (IA) / Nodal Agency, for security related reasons or for compliance with applicable laws, may access, review, copy or delete any kind of electronic communication or files stored on Institution provided devices under intimation to the user. This includes items such as files, e-mails, posts on any electronic media, Internet history etc.

MAINTENANCE OF COMPUTING FACILITY

- ITMS is responsible for provision and maintenance of computing facilities provided to users.
- The user shall ensure physical safety of the equipment and produce the same as and when required for stock verification by ITMS. If any peripheral or components of the equipment assigned is found missing, the user shall report the same to ITMS for further action.
- The user shall obtain prior approval from ITMS before plugging in any additional peripherals to the Local Area Network (LAN).
- ITMS shall not be responsible for any failure to personal peripherals connected to institute equipment by the user.
- Users shall ensure data availability and security by taking regular backups of the data stored on their systems.



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Kinathukadavu, Coimbatore-642109. www.acetcbe.edu.in



- The individual or the department shall be responsible to report any hardware or software related faults to ITMS through facilities provided for reporting. ITMS shall take all necessary steps to resolve the issue at the earliest. However, faults that require substantial additional financial expense may need to be approved by competent authorities.
- All support calls attended by support personnel shall be documented and the user or department shall insist to get a written service report from the service personnel regarding the support offered. The individual or the department shall ensure that the service report is complete in all respect including components that have been removed or replaced by the service personnel.
- The ownership of the equipment assigned to the individual or the department shall remain with the College.
- Possession of computing equipment's by students within the campus shall be governed by the rules and regulations formulated by the College separately.
- However, students shall be bound by all the provisions of the IT policy with respect to the usage of such equipment's with the campus.

HARDWARE MAINTENANCE POLICY

Institution network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

- All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging, till such instances wherein the UPS is to be left unattended. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.
- While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.



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- File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.
- For all the computers that were purchased by the Institution centrally, the complaints related to any maintenance related problems will be attended by Computer Centre.

SOFTWARE MAINTENANCE POLICY

- Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.
- Respecting the anti-piracy laws of the country, Institution IT policy does not allow any pirated/unauthorized software installation on the Institution owned computers and the computers connected to the Institution campus network.
- Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through internet. Checking for updates and updating of the OS should be performed at least once in a week or so.
- Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.
- Antivirus Software and its updating Computer systems used in the Institution should have anti-virus software installed, and it should be active at all times. Individual users should make sure that respective computer systems have current virus protection software installed and maintained.
- The users should perform regular backups of their vital data. Users should keep their valuable data backups in external storage devices such as pen drives, external Hard Disk Drive (HDD) etc.

NETWORK POLICY

- Network connectivity provided through the Institution, either through an authenticated network access connection or a Virtual Private Network (VPN) connection, is governed under the Institution IT Policy. The Computer Centre is responsible for the ongoing maintenance and support of the Network, exclusive of local applications.



AKSHAYA
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, Affiliated to Anna University & Accredited by NAAC)
Kinathukadavu, Coimbatore-642109. www.acetcbe.edu.in



- Any computer (PC/Server) that will be connected to the Institution network, should have an IP address assigned by the Computer Centre. Any device connected to the network will be allocated IP address only from the address pool.
- Computer Centre will be constrained to disconnect client machines where potentially damaging software is found to exist. A client machine may also be disconnected if the client's activity adversely affects the Network's performance.
- Access to remote networks using a University's network connection must be in compliance with all policies and rules of those networks.
- Network traffic will be monitored for security and for performance reasons at Computer Centre.

FILTERING AND BLOCKING OF SITES

- Computer Centre or any other Implementing Agency (IA) may block content over the Internet which is in contravention of the relevant provisions of the IT Act 2000 and other applicable laws or which may pose a security threat to the network.
- Computer Centre or any other Implementing Agency (IA) may also block content which, in the opinion of the Institution, is inappropriate or may adversely affect the productivity of the users.

VIOLATIONS

Violations will be reviewed on a case-by-case basis.

- If it is confirmed and proved that a user has violated one or more of the above use regulations, that user will receive a rebuke from his or her Head of the Department or reporting authority and his or her future use will be closely monitored.
- If an act of intentionally violating the rules is found then the Management will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, and or disciplinary action.
- The decision of the Management shall be final and binding on the constituents in case of any controversy.

**For AKSHAYA COLLEGE OF ENGINEERING
AND TECHNOLOGY**

Chairman